



DEPARTMENT OF AGRICULTURE

WASHINGTON

February 1 1955

MEMORANDUM NO. 1371

Assignment of Responsibility for Control of Halogeton, a Poisonous Plant

This Memorandum assigns the following responsibilities for the control and eradication of Halogeton glomeratus under Public Law 529, approved July 14, 1952. Memorandum No. 1319 which had previously assigned certain responsibilities pursuant to the Act was declared obsolete on July 1, 1954.

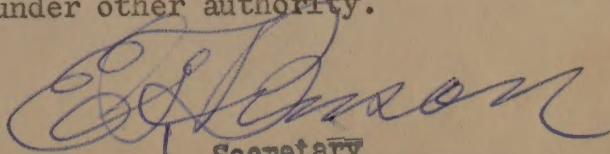
1. The Agricultural Research Service will be responsible for:
 - (a) Surveys to detect the presence and effect of halogeton on state and private lands, and for cooperating with other Federal agencies in such surveys on lands under their respective jurisdiction.
 - (b) Leadership in planning and carrying out organized programs of control on state and private lands whenever such action becomes necessary under the provisions of the Act.

In carrying out the responsibilities under (a) above, the Agricultural Research Service shall cooperate with and make fullest possible use of the facilities and services of the Cooperative Extension Service.

2. The Extension Service will be responsible for conducting educational and demonstrational work on the eradication and control of halogeton and for cooperating in surveys to the fullest extent possible.
3. Agencies in the Department having lands under their jurisdiction will be responsible on their respective lands for conducting surveys to detect the presence and effect of halogeton in cooperation with the Agricultural Research Service, and for the control of halogeton whenever such action becomes necessary. This includes responsibility for control on state and private lands immediately adjacent to lands under jurisdiction of departmental agencies when control measures may be necessary to prevent infestation or reinfestation of lands managed by such agencies.

Authority to carry out the responsibilities herein assigned is hereby delegated. The heads of the agencies involved shall make whatever arrangements may be mutually necessary to implement the foregoing assignments.

This Memorandum makes no change with respect to responsibility for research on halogeton, which is conducted under other authority.


Secretary

ORGANIZATION (AR)

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 1, 1934

Mr. J. H. ...

REPLY TO LETTER OF JANUARY 1, 1934
OF THE ...

This is in response to the following communication received from the ...
and attention of the ...
Jan. 1, 1934. ...
this response ...

1. The Agricultural Research Service will be responsible for:

- (a) ... to develop the ... of the ... and ...
private lands, and for cooperation with other ...
such surveys on lands under their respective jurisdiction.
- (b) ... in planning and carrying out or ...
and on state and private lands wherever such action becomes necessary.
any other ...

In carrying out the above mentioned work, the Agricultural Research Service shall cooperate with the ...
the facilities and services of the ...

2. The Agricultural Service will be responsible for conducting ...
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cooperating in surveys to the ...

3. ... the ...
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... and for the control of ...
...
private lands ...
... to ...

4. ... to carry out the ...
The ... of the ...
and ...
This ...
on ...



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

February 16 1955

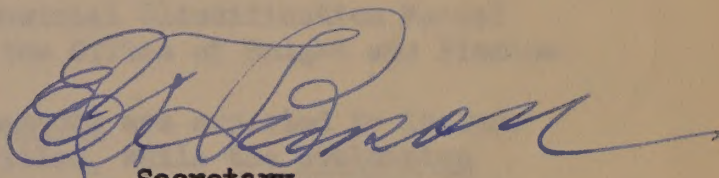
MEMORANDUM NO. 1372

Review of Commercial-Type Activities
Performed by Government Agencies

POLICY. In his Budget Message to the Congress the President referred to the progress made in taking the Government out of business whenever this can properly be done. "These actions", he stated, "not only serve to strengthen our system of private enterprise, but also in many cases reduce Government expenditures and increase tax receipts for cities, counties, and States as well as the Federal Government." Pursuant to this policy the Budget Bureau has announced a review of commercial-type activities to consist of (a) an inventory of such activities and (b) an evaluation program that will extend into future months.

RESPONSIBILITIES. The Administrative Assistant Secretary is hereby assigned responsibility for direction and coordination of this review in conjunction with the respective group heads concerned with program operations. Each agency head is requested to give personal direction to the accomplishment of the review in his agency and to assign to a key staff member responsibility for the conduct of the program as it relates to his agency.

REPORTS. Further instructions will be issued concerning information and reports that will be required.


Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.
MEMORANDUM NO. 127
Review of Commercial-Type Activities
Performed by Government Agencies

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REPORTS. Further instructions will be issued concerning information and reports that will be required.

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FEB 16 1955

MEMORANDUM NO. 1372, SUPPLEMENT 1

Review of Commercial-Type Activities
Performed by Government Agencies

The attached copy of Budget Bureau Bulletin No. 55-4 directs the Department to initiate a review of commercial-industrial activities providing products or services for governmental use. This memorandum and the accompanying Budget Bureau instructions provide guidance for conduct of the review.

1. It is desirable that agencies work with the Office of Budget and Finance on a cooperative basis in preliminary stages of the review, and in the preparation of final reports, to assure application of uniform criteria and consistency of interpretation. Questions that may need to be referred to the Budget Bureau, or other problems encountered, should be discussed with the Fiscal Management staff (Extension 3183) for appropriate handling. Report forms may also be obtained from this source.
2. Upon receipt of these instructions, the head of each agency should advise the Office of Budget and Finance by memorandum as to who will have direct responsibility for conducting the agency review. If it is clear in a particular agency that "commercial-industrial activities for governmental use" are not being performed, the advisory memorandum should state this fact.
3. Reference copies of the Standard Industrial Classification Manual are available in the Library and in the Office of Budget and Finance.
4. It will be noted that inventory statements are expected to include all commercial-industrial type activities, while the evaluation statements are limited to manufacturing operations. Similar evaluation statements will be required later for other types of commercial activities when requested by the Budget Bureau.
5. Inventory reports (5 copies) shall be submitted to the Office of Budget and Finance not later than April 1, 1955.
6. Reports (5 copies) on evaluation of "manufacturing activities" shall be submitted to the Office of Budget and Finance not later than June 17, 1955.

Since activities of this Department are generally not commercial or industrial in character, as defined in Budget Bureau Bulletin No. 55-4, it is hoped that the review to be made can be conducted promptly and completed

ORGANIZATION /

Review of Commercial-Type Activities
Performed by Government Agencies

The attached copy of Budget Bureau Bulletin No. 55-A directs the Department to initiate a review of commercial-industrial activities providing products or services for governmental use. This memorandum and the accompanying Budget Bureau instructions provide guidance for conduct of the review.

1. It is desirable that agencies work with the Office of Budget and Finance on a cooperative basis in preliminary stages of the review, and in the preparation of final reports, to assure application of uniform criteria and consistency of interpretation. Questions that may need to be referred to the Budget Bureau, or other problems encountered, should be discussed with the Fiscal Management staff (Extension 3183) for appropriate handling. Report forms may also be obtained from this source.

2. Upon receipt of these instructions, the head of each agency should advise the Office of Budget and Finance by memorandum as to who will have direct responsibility for conducting the agency review. If it is clear in a particular agency that "commercial-industrial activities for governmental use" are not being performed, the advisory memorandum should state this fact.

3. Reference copies of the Standard Industrial Classification Manual are available in the library and in the Office of Budget and Finance.

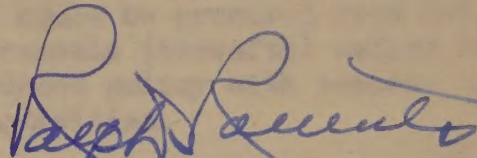
4. It will be noted that inventory statements are expected to include all commercial-industrial type activities, while the evaluation statements are limited to manufacturing operations. Similar evaluation statements will be required later for other types of commercial activities when requested by the Budget Bureau.

5. Inventory reports (5 copies) shall be submitted to the Office of Budget and Finance not later than April 1, 1955.

6. Reports (5 copies) on evaluation of "manufacturing activities" shall be submitted to the Office of Budget and Finance not later than June 15, 1955.

Since activities of this Department are generally not commercial or industrial in character, as defined in Budget Bureau Bulletin No. 55-A, it is hoped that the review to be made can be conducted promptly and completed

at an early date. Agency officials assigned direct responsibility for the review should initiate immediate action to this end. However, careful scrutiny must be made of all activities to "screen out" those which, upon examination, do conform to the listing in the Standard Industrial Classification Manual. Generally such activities are institutional in character, designed to provide a service or product for governmental use incident to program operations. In preparing the inventory statement it is not material whether the activity is an essential operation, or one which might be procured elsewhere. If the particular activity is listed in the Standard Industrial Classification Manual, it is properly reportable in the inventory, unless otherwise excluded by the terms of the Budget Bureau Bulletin.



Administrative Assistant Secretary

Attachment

2. Policy. It is the general policy of the administration of the Federal Government will not start or carry on any operation which provides a service or product for its own use if such product can be procured from private enterprise through ordinary channels. Exceptions to this policy shall be made by the head of an agency where it is clearly demonstrated in each case that it is necessary to procure such product or service from private enterprise.

3. Responsibility. In furtherance of this policy, the Administrative Assistant Secretary shall give personal direction to the agencies in the planning and evaluation of the activities of the agencies within the scope of this Bulletin. He shall assign to each agency the responsibility for direction and coordination of the program throughout the agency.

4. Scope of coverage of review. The review will cover all activities of the Federal Government, including all commercial activities, for the purpose of determining the necessity for the continuation of these activities, to be covered by the review. The review evaluation will cover manufacturing, construction, and other activities. This will be followed periodically by a review of other commercial activities, such as shipping, repair and business services, construction, transportation, public utilities, agriculture, forestry, fisheries, and other activities. Plans for later evaluation reports will be issued as they are prepared by agencies now covered with a program of evaluation and as they are permitted.

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Administrative Assistant Secretary

Attachment

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

BULLETIN NO. 55-4

January 15, 1955

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Commercial-industrial activities of the Government providing products or services for governmental use

1. Purpose. This Bulletin initiates a review of those commercial-industrial type activities conducted by the Government that provide services or products for its own use which could be procured from private enterprise through ordinary business channels (hereafter called commercial activities). It also sets forth Government policy with respect to both the starting and carrying on of such activities.

The fact that this Bulletin does not deal with products or services provided directly to the public in no way relieves the agencies of keeping such activities under constant review and reevaluation as to the need for the Government to carry on such activities. The results of such reevaluation will be reflected in the legislative and budget programs.

2. Policy. It is the general policy of the administration that the Federal Government will not start or carry on any commercial activity to provide a service or product for its own use if such product or service can be procured from private enterprise through ordinary business channels. Exceptions to this policy shall be made by the head of an agency only where it is clearly demonstrated in each case that it is not in the public interest to procure such product or service from private enterprise.

3. Responsibility. In furtherance of this policy, the head of each agency shall give personal direction to the accomplishment of the review (inventory and evaluation) of the activities of his agency which fall within the scope of this Bulletin. He shall assign to a member of his key staff the responsibility for direction and coordination of this program throughout the agency.

4. Scope and coverage of review. The review will consist of two phases: (a) an immediate inventory of all commercial activities, and (b) an evaluation of these activities, to be spread over a longer period of time. The first evaluation will cover manufacturing activities as set forth below. This will be followed periodically by similar evaluations of other commercial activities, such as wholesale and retail trade, repair and business services, construction, transportation, communication, public utilities, agriculture, forestry, fisheries, and mining. Instructions for later evaluation reports will be issued subsequently, but agencies may proceed with a program of evaluation and action as fast as time permits.

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D.C.

January 15, 1933

REPLY TO NO. 32-4

TO THE HONORABLE SECRETARY OF THE TREASURY

RE: (1) Proposed amendments to the Budget Act of 1932
(2) Proposed amendments to the Budget Act of 1932

1. Proposed amendments to the Budget Act of 1932. The following amendments to the Budget Act of 1932 are proposed: (a) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1933, and (b) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1934.

2. Proposed amendments to the Budget Act of 1932. The following amendments to the Budget Act of 1932 are proposed: (a) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1935, and (b) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1936.

3. Proposed amendments to the Budget Act of 1932. The following amendments to the Budget Act of 1932 are proposed: (a) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1937, and (b) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1938.

4. Proposed amendments to the Budget Act of 1932. The following amendments to the Budget Act of 1932 are proposed: (a) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1939, and (b) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1940.

5. Proposed amendments to the Budget Act of 1932. The following amendments to the Budget Act of 1932 are proposed: (a) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1941, and (b) To amend the Act so that the President may, in his discretion, direct the Secretary of the Treasury to prepare and submit to the House of Representatives a budget for the fiscal year beginning on October 1, 1942.

The following rules will prevail as to coverage of the review:

- a. The review will cover activities carried on in the continental United States and in the Territories of Alaska and Hawaii.
- b. In determining whether an activity is "commercial" in nature and "could be procured . . . through ordinary business channels," reference may be made to the Standard Industrial Classification Manual and to ordinary business practice with respect to procurement of services or products. The inclusion of an activity in the manual will be generally considered indicative that it may be procured commercially. There will be excluded from coverage as noncommercial, however, those functions which are a part of the normal management responsibilities of a Government agency or a private business of comparable size (such as accounting, personnel work, and the like).
- c. Any activity at any one location which involves an equipment investment of less than \$5,000 and a product or service with an approximate annual value of less than \$25,000 shall be excluded.
- d. "Activities conducted by the Government" will exclude Government-owned, contractor-operated facilities as far as evaluation is concerned, but will include such facilities for purposes of the inventory report.
- e. "Activities . . . for its own use" will include the activities of producing a service or product primarily for the use of the Government (whether the same agency or other agencies), even though some portion of the product or service is sold or given to the public. The coverage will include activities which are to provide a service or product for the use of a Government agency in its official duties, even though the agency is engaged in carrying out a service to the public (e.g., it will include the manufacture of mail bags or the generation of power at a Government institution). However, the coverage will exclude the activities of producing a service or product primarily to be sold or given to the public (e.g., it will exclude the generation of power for sale to the public).

5. Inventory of commercial activities. Each agency shall prepare an inventory of all commercial activities. The inventory shall identify the activity in terms of the Standard Industrial Classification Manual, the number of installations or the locations where the activity is conducted, the capital assets invested in the activity, and the average number of employees engaged in the activity. Exhibit 55-4A indicates the format for reporting this inventory to the Bureau of the Budget. Instructions for this report are contained in Attachment A.

6. Evaluation of manufacturing activities. Each agency shall make an evaluation of all its commercial activities which are classified as manufacturing in the inventory. Government-owned, contractor-operated activities included in the inventory report required under paragraph 5 above are not required to be evaluated at this time.

The evaluation should determine whether or not each of these manufacturing activities should be continued by the Government in the light of the objectives stated in paragraph 2 above.

The relative costs of Government operation compared to purchase from private sources will be a factor in the determination in those cases where the agency head concludes that the product or service cannot be purchased on a competitive basis and cannot be obtained at reasonable prices from private industry. In those cases it will be necessary to develop detailed data on such costs. In doing so, the costs of Government operation should be fairly computed and complete, covering both direct and indirect costs, including elements not usually chargeable to current appropriations such as depreciation, interest on the Government's investment, the cost of self-insurance (even though it is unfunded); there shall also be added an allowance for Federal, State, and local taxes to the extent necessary to put the costs on a comparable basis. Care must also be exercised to see that the costs of procuring material from private sources are fairly computed and complete, being truly representative of the lowest price the Government would pay for the quantity and quality needed, and taking account of any applicable indirect costs of the Government for such procurement.

The evaluation will also review the legal authorization for each activity and determine whether congressional action is necessary to permit discontinuance. Except where such congressional action would be required, activities should be discontinued as soon as the agency head determines that it is reasonably possible to do so. Where congressional action would be necessary to permit discontinuance, the agency head shall seek such action promptly, submitting drafts of legislation or appropriation language, as may be required, to the Bureau of the Budget in the usual manner.

The evaluation should proceed promptly so that a report of the results may be made as provided in paragraph 9 below. The report on each manufacturing activity conducted during any part of fiscal years 1954 and 1955 shall be submitted on exhibit 55-4B, showing what the agency head decides to do about the elimination, curtailment, or continuation of each activity. The form is divided into three sections. Section A shall be completed on all reportable activities. Section B shall be completed on those activities which are being curtailed, eliminated, or procured from commercial sources. Section C shall be completed for all activities which

will continue as Government operations. Applicable questions only need to be answered. The justification for continuation as a Government operation must be complete. Instructions for this report are contained in Attachment B.

7. Applicability to Department of Defense. Inasmuch as the Department of Defense started its own review of these activities some months ago, special instructions will be issued for that department in order to take full advantage of the work already done.

8. Questions and interpretations. Any questions regarding completion of the forms or interpretation as to coverage should be presented to the respective Bureau of the Budget examiners.

9. Reporting dates. The name of the individual designated to direct the program and three copies of whatever implementing instructions are issued by the agency shall be furnished the Bureau of the Budget by February 15, 1955. Three copies of the inventory reports (exhibit 55-4A) shall be submitted to the Bureau of the Budget on or before April 15, 1955. Three copies of the reports on evaluation of manufacturing activities (exhibit 55-4B) shall be submitted to the Bureau of the Budget on or before July 15, 1955. Copies of the evaluation report form may be secured in limited quantity from the Bureau of the Budget Publications Unit, code 189, extension 616.

By direction of the President:

ROWLAND R. HUGHES
Director

Attachments

will continue as Government operations. The Government will not be required to be maintained. The Government will not be required to be maintained in order to be maintained. The Government will not be required to be maintained in order to be maintained.

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By direction of the President

ROBERT A. ROSEN
Director

Attachment

INSTRUCTIONS FOR INVENTORY REPORT ON COMMERCIAL ACTIVITIES

Prepare the report on letter-size paper in the format appearing on the reverse.

A separate report shall be submitted for each bureau, service, or other major administrative unit within the agency.

List on separate pages and designate appropriately (a) those activities or services which are Government-operated, and (b) those which are Government-owned but contractor-operated.

Include all commercial activities conducted during any part of fiscal years 1954 or 1955.

Column 1 - The type of activity or service should be classified according to the Standard Industrial Classification Manual (obtainable from the Superintendent of Documents), giving the industry classification number and the industry title as shown in the Manual, and be followed by such additional words or phrases as will help to identify the specific activity or service. Where a major installation is itself a commercial activity and has a number of commercial activities as components, the installation should be listed by its overall functions and the component activities listed under it. Number each major activity consecutively beginning with the figure "1" on each page.

Column 2 - If the activity is confined to one or a few locations, list them individually. If there are many locations, the number of separate facilities will be sufficient if accompanied by some general indication of locations.

Column 3 - Estimate the value of capital assets used primarily for the activity. Use only one figure for the total of land, buildings, and equipment. Use same figures as reported to the General Services Administration in its Inventory of Federal Real Property Holdings, to the extent possible. For those activities not covered in the General Services Administration report, use same valuation basis (original cost) as used for that report.

Column 4 - Show the average number of persons employed annually on the particular activity. This figure can be computed by averaging the figures reported to the Civil Service Commission on Standard Form 113. If the operation is seasonal, show the average employment for only the months during which the activity was performed and indicate in parentheses the number of months during which the activity was performed.

Column 5 - Use this column for any special information considered pertinent from the standpoint of the development of an inventory. Do not try to justify the conduct of the activity here. Wherever necessary, justifications will be developed through subsequent surveys.

INVENTORY REPORT OF COMMERCIAL ACTIVITIES
UNDER BUREAU OF THE BUDGET BULLETIN NO. 55-4

Check one

☐ Gov't. operated

Date _____

☐ Gov't.-owned, contractor
operated

Agency _____

Bureau _____

Activity	Location or number of installations	Capital assets	Number of employees	Comment
(1)	(2)	(3)	(4)	(5)

INSTRUCTIONS FOR EVALUATION REPORT ON
MANUFACTURING ACTIVITIES

SECTION A. This section is to be filled out on all manufacturing activities. Answer only those questions which are applicable.

1. Use the industrial title from the Standard Industrial Classification Manual which describes the activity at the highest organization level that can be analyzed as a separate commercial activity, even though it may have a number of commercial activities as components. For example, a shipyard would be the industrial activity and not the individual activities which make up a shipyard, such as foundries, machine shops, etc.

2. Use the code number corresponding to the title from the Standard Industrial Classification Manual.

3. Refer to the proper page and line of the agency's inventory report previously submitted.

4. This should be the number of similar installations. Exclude those reported elsewhere as a part of another major activity.

5. If there are relatively few such installations, give their location. If there is a larger number of such installations, use some descriptive term, such as "at all dam construction sites" or "one in each seaboard state."

6. Show as subordinate activities the types listed in the Standard Industrial Classification Manual which form a part of the major activity listed in No. 1.

7. This should be an estimate of the total expenditures attributable to the activity for the fiscal year 1954.

8. This should be an estimate of the total expenditures attributable to the activity for the fiscal year 1955.

9. Show the number of employees assigned to the activity who were included on the Standard Form 113 report to the Civil Service Commission and the number of military personnel assigned to the activity.

10. If the number of employees shown in No. 9 is not representative of the normal or seasonal size of the operation, explain the seasonal character and give figures which reflect the maximum employment during the peak season.

11. On a percentage basis, account for the disposition made during fiscal year 1954 of the products manufactured.

INSTRUCTIONS FOR TRAINING REPORT ON
BUSINESS AND ECONOMIC ACTIVITIES

Section 1. This section is to be filled out on all manufacturing activities. It should show the number of workers which are employed.

2. The number of workers should be shown for the Standard Industrial Classification (SIC) code which covers the activity at the highest organizational level. It should also be shown for a specific occupational activity, even though it may not be a separate occupational activity in the Standard Industrial Classification. It should also be shown for the industrial activity which is the principal activity of the plant, machine shop, etc.

3. The code number corresponding to the SIC code should be shown. Industrial Classification Manual.

4. Refer to the proper page and line of the agency's inventory report form and complete.

5. This should be the number of workers in the activity. It should be shown in the column of the report form which is headed "Number of workers in activity".

6. If there are relatively few such installations, give their location. If there is a larger number of such installations, give the location of the largest number of such installations. If there is more than one such installation, give the location of each.

7. Show an approximate estimate of the total expenditure for the activity. Industrial Classification Manual, page 100. It should be shown in the column of the report form which is headed "Total expenditure for activity".

8. This should be an estimate of the total expenditure for the activity for the activity for the fiscal year 1953.

9. This should be an estimate of the total expenditure for the activity for the activity for the fiscal year 1954.

10. Show the number of workers assigned to the activity for the activity for the fiscal year 1953. It should be shown in the column of the report form which is headed "Number of workers assigned to activity".

11. If the number of workers shown in No. 7 is not representative of the total number of workers in the activity, give the number of workers in the activity for the fiscal year 1953. It should be shown in the column of the report form which is headed "Number of workers in activity".

12. If a separate activity is shown for the activity for the fiscal year 1954, it should be shown in the column of the report form which is headed "Number of workers in activity".

12. The value of land and buildings should be the same (initial cost) as reported to the General Services Administration in connection with its survey of real property holdings. For those assets disposed of before or acquired after December 31, 1953, which are not included in the GSA survey, use the same concept of initial cost, or the best estimate thereof, in setting the asset figure. This concept should also govern the value placed on equipment which was not covered by the GSA survey.

13. Check the block which indicates the authority and circumstances under which the activity is conducted. If it is required by law check "Required." If it is specifically authorized but not required by law, check "Specifically authorized." If it is not specifically authorized or required but has been the subject of specific congressional approval in appropriation acts or some other legislation, check "Congressional approval" and explain the circumstances. If there is no specific approval, but the agency considers that its basic legislation authorizes the activity, check "General authorization." Use the "Other" block only if none of the previously mentioned categories is applicable, and explain the circumstances. Wherever there is legislation under which the activity is authorized, give the U. S. Code citation.

14. Indicate by a check what the agency head determines is to be done about the continuation of the activity. Check the block "Eliminate" if the Government operation is to be closed and the facilities disposed of. Check "Curtail" if the volume of activity is being reduced but the activity will continue as a Government operation. "Continue" will be used to denote the decision that it is in the public interest for the activity to be conducted as a Government operation. Check "Other" if the activity is being converted to a contractor-operated basis or some combination of ways of procuring the product. If the "Other" block is checked, give a brief explanation of what is to be done.

SECTION B. This section should be completed for all activities on which No. 14 is not checked "Continue."

15. State exactly what is to be done.

16. Show the date on which the activity has been or will be eliminated, curtailed, or otherwise modified.

17. If the agency head's determination is not yet in effect, indicate the extent to which negotiations or other actions have progressed on the date of the report.

18. If the agency head's determination cannot be carried out because of existing law, summarize any legislative proposals being submitted to the Bureau of the Budget.

11. The value of land and buildings should be the same (initial cost) as reported to the Internal Revenue Administration in connection with the payment of real property taxes. For those assets disposed of before an appraisal after December 31, 1953, which are not included in the 1954 survey, the same amount of initial cost, as the best estimate of value, is needed for the 1954 survey. This concept should also govern the value placed on equipment which was not covered by the 1954 survey.

12. Check the above which indicates the authority and circumstances under which the activity is conducted. If it is required by law, regulation, or it is specifically authorized but not required by law, check "Specifically Authorized". If it is not specifically authorized or required but has been the subject of specific administrative approval in correspondence with the Internal Revenue Service, check "Administrative Approval". If there is no specific approval, but the activity is authorized by a local legislative authority, check "Local Legislative Authority". Use the "Other" block only if none of the foregoing categories is applicable, and explain the circumstances. However, items in legislation upon which the activity is authorized, give the U. S. Code citation.

13. Indicate by a check mark the agency head department is to be done under the supervision of the activity. Check the block "Internal Revenue Service" if the activity is to be done and the facilities disposed of. Check "Other" if the value of activity is being reduced but the activity will continue as a government operation. "Discontinued" will be used to indicate the activity has been discontinued for the activity is to be conducted as a government operation. Check "Other" if the activity is being conducted as a contractor-operated basis or some combination of any of the foregoing. If the "Other" block is checked, give a brief explanation of what is to be done.

14. This activity should be reported for all activities on which the activity is being conducted.

15. State exactly what is to be done.

16. Check the date at which the activity has been or will be conducted, initiated, or otherwise modified.

17. If the activity has been discontinued or is not yet in effect, indicate the reason for such discontinuance or other action taken previously on the date of the report.

18. If the activity has been discontinued or is not yet in effect, indicate the reason for such discontinuance or other action taken previously on the date of the report.

19. If the assets which were used in the conduct of the activity are to be sold or otherwise disposed of, so indicate. If they are not to be disposed of, give reasons.

20. If any of the assets have been disposed of, show the amount recovered from their sale. If they have not been but will be later, indicate an estimated amount to be recovered, adding "estimate."

21. Use the same basis for determining the value of the assets being retained as was used in estimating the value of the capital assets in No. 12.

22. There will normally be an entry on line 2 and in addition there may be one on lines 1 or 3, depending on the action being taken. The first line should show savings. The second should show amounts formerly spent for Government operations which hereafter will be spent for procurement of the product by direct purchase or contractual arrangements. The third line should show any increase in out-of-pocket costs of procuring the product, whether or not additional appropriations will be requested. The last line will be used for any other circumstances which will prevail. These need not be exact figures developed by a cost study but may be estimated amounts.

23. The changes in the numbers of persons engaged in the activity will be related to the answer on No. 9. The number eliminated does not necessarily mean that employment of the particular individuals will be terminated but it does mean that the personnel requirements of the agency will be reduced to that extent so far as the activity is concerned.

SECTION C. This section is to be completed whenever the agency head decides that the activity is to be continued as a direct Government operation.

24. This justification must be complete, showing the reasons why the agency head has decided that there is a clear demonstration that it is not in the public interest to procure such product from private enterprise.

25. If unavailability of the product commercially is a reason given in No. 24, this item will be used to indicate the circumstances under which the product is provided by private enterprise under normal business conditions. It should also indicate whether the geographical location of the activity is such that private enterprise is not in a position to fill the agency's needs. This should be answered only after specific analysis of the problem and must include a description of the steps which the agency has taken to be sure that private industry either can or cannot furnish the agency's needs.

26. If cost is a reason given in No. 24, this item will be used to indicate the comparative costs. Since cost should not usually be the deciding factor in determining whether to continue the operation as a direct Government operation, this statement should show both the results of the comparative cost analysis and the elements which have been used in determining the Government cost, both as a direct operation and if the product is secured from private industry.

EVALUATION REPORT UNDER BUREAU OF THE BUDGET BULLETIN NO. 55-4
ON GOVERNMENT OPERATED MANUFACTURING ACTIVITIES

(AGENCY) _____

(BUREAU) _____

(DATE) _____

ADDITIONAL INFORMATION WILL BE SUPPLIED BY _____

SUBMITTED BY: (SIGN) _____

(TITLE) _____

TELEPHONE NO. _____

SECTION A (TO BE COMPLETED ON EACH ACTIVITY EVALUATED)

INDUSTRIAL ACTIVITY TITLE _____

2. INDUSTRY CODE NO. _____

3. INVENTORY REPORT REFERENCE

PAGE _____ LINE _____

NO. OF INSTALLATIONS _____

5. LOCATION OF INSTALLATIONS _____

COMPONENT ACTIVITIES

EXPENDITURE FISCAL YEAR 1954 \$ _____

8. EXPENDITURE FISCAL YEAR 1955 \$ _____

NO. EMPLOYEES JUNE 30, 1954:

CIVILIAN _____

MILITARY _____

10. EXPLAIN ANY SPECIAL SEASONAL ACTIVITY

PEAK EMPLOYMENT: CIVILIAN _____ MILITARY _____

DISPOSITION OF PRODUCT
FISCAL YEAR 1954:

GOVERNMENT USE _____%

DISTRIBUTED TO PUBLIC
FREE _____%SOLD TO
PUBLIC _____%VALUE OF CAPITAL
ASSETS:

LAND \$ _____

BUILDINGS \$ _____

EQUIPMENT \$ _____

LEGAL AUTHORIZATION:

REQUIRED ☐SPECIFICALLY
AUTHORIZED ☐CONGRESSIONAL
APPROVAL ☐
(EXPLAIN)GENERAL
AUTHORIZATION ☐OTHER ☐
(EXPLAIN)

U. S. CODE REFERENCE OR EXPLANATION

AGENCY DETERMINATION:

ELIMINATE ☐CURTAIL ☐CONTINUE ☐OTHER ☐
(EXPLAIN)

1. NAME (Last, first, middle initial) _____

2. DATE OF BIRTH (Month, day, year) _____

3. SEX (Male or Female) _____

4. RACE (White, Negro, American Indian, etc.) _____

5. HEIGHT (Feet, inches) _____

6. WEIGHT (Pounds) _____

7. EYES (Blue, Brown, Green, etc.) _____

8. HAIR (Black, Brown, Blond, etc.) _____

9. BUILD (Slender, Average, Heavy) _____

10. TATTOOS (Describe location and design) _____

11. SCARS (Describe location and extent) _____

12. OTHER PHYSICAL CHARACTERISTICS _____

13. EDUCATION (Grade completed) _____

14. OCCUPATION (Current and previous) _____

15. SOCIAL HISTORY (Alcohol, drugs, etc.) _____

16. CRIMINAL RECORD (Arrests, convictions, etc.) _____

17. MENTAL HISTORY (Mental illness, etc.) _____

18. OTHER RELEVANT INFORMATION _____

19. SIGNATURE OF EXAMINER _____

20. DATE OF EXAMINATION _____

21. SPECIAL AGENTS (Name and Title) _____

22. OFFICE (City, State, ZIP) _____



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

February 26 1957

MEMORANDUM NO. 1372, *Revision 1*
~~SUPPLEMENT 2~~

Review of Commercial-Type Activities Performed by Government Agencies

1. Purpose. Administration policy expressed in Budget Bureau Bulletin No. 57-7, dated February 5, 1957, requires three separate actions by the Department.

a. Agencies are requested to evaluate commercial-type activities classified as "services" and previously identified in inventory reports prepared pursuant to Memorandum No. 1372, Supplement 1. Evaluation reports will be due by April 5, 1957.

b. Agencies are also requested to review their operations to identify and report on any commercial-industrial activities started during the period since inventory reports were previously submitted and prior to January 1, 1957. Each agency should report, in either positive or negative terms, by March 22, 1957.

c. The Department is required to establish criteria to be observed in authorizing new commercial-industrial activities. Guiding policy will be issued in the Administrative Regulations.

This memorandum outlines procedures to be followed in complying with Budget Bureau instructions.

2. Background. Department policy on commercial-industrial activities was previously set forth in Memorandum No. 1372 and in Supplement 1. These memoranda were superseded by 1 AR 985.

Agency inventory reports submitted in March, 1955, identified commercial-industrial activities being performed at that time.

Manufacturing activities were evaluated in reports submitted in June, 1955.

3. Evaluation Procedure for Service Activities. To initiate action on the evaluation reports required and to clarify matters of interpretation, a meeting of agency personnel designated to prepare the reports will be held:

February 27, 1957, at 11:00 A.M.
Room 124-E, Administration Building

Interim inquiries may be made to the Office of Administrative Management, Extensions 3535 or 4505.



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

February 26, 1957

MEMORANDUM NO. 1372, SUPPLEMENT 2

Review of Commercial-Type Activities Performed by Government Agencies

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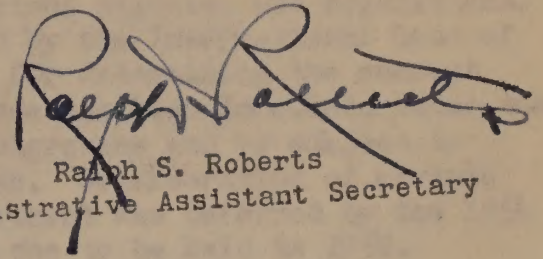
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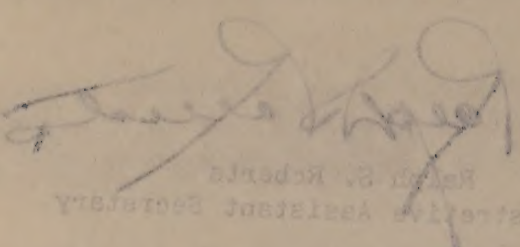
4. New Commercial-Industrial Activities Undertaken. The report on new activities begun since the inventory report of 1955 will also be discussed at the meeting scheduled for February 27, 1957.

5. Copies of Budget Bureau Bulletin No. 57-7. The Office of Administrative Management is procuring a limited number of copies of Budget Bureau Bulletin No. 57-7 and also the forms required for reports. Distribution of this material will be made to agency personnel assigned to the work.


Ralph S. Roberts
Administrative Assistant Secretary

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Robert S. Roberts
Administrative Assistant Secretary

February 25 1955

MEMORANDUM NO. 1373

Committee on Plant Nomenclature

The Department is concerned with the accuracy of plant names from several standpoints, among the more important being their use in technical and popular publications and in the administration of various statutes and regulations. For many years the Department has been guided by the International Code of Botanical Nomenclature as the official basis for determining the correct names of cultivated and wild plants. This code has been developed under the sponsorship of the International Botanical Congresses and is subject to amendment by such congresses from time to time. Consideration of certain proposed amendments of interest to this Department was deferred by the 1954 Congress for further study prior to the next one to be held in 1959.

The Department and the U. S. Government are not officially represented on the delegations to the International Congresses, which are comprised of representatives of certain learned societies concerned with various phases of botanical science. Representatives of such American societies are, however, in a position to take cognizance of recommendations that may be made by interested governmental agencies.

The Department is further concerned with the use of certain popular names for cultivated plants not now directly affected by the International Code. Stability of both technical and popular plant names is important to many Department agencies.

In order to facilitate the study of this problem in all its aspects, a Departmental Committee on Plant Nomenclature is appointed consisting of the following representatives of interested agencies:

<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
Agricultural Marketing Service	W. A. Davidson	O. L. Justice
Agricultural Research Service	K. S. Quisenberry (Chairman)	John A. Stevenson
Federal Extension Service	J. R. Paulling	John M. Saunders
Forest Service	Elbert L. Little	F. H. Eyre
Office of Information	J. H. McCormick	H. P. Mileham
Soil Conservation Service	E. H. Graham	A. D. Stoesz

The committee will consult as necessary with those interested in plant nomenclature in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the Government service as seem appropriate.

February 1933

MEMORANDUM NO. 1373

Committee on Plant Nomenclature

The Department is concerned with the accuracy of plant names from several viewpoints, among the more important being their use in botanical and popular publications and in the administration of various statutes and regulations. For many years the Department has been guided by the International Code of Botanical Nomenclature as the official basis for determining the correct names of cultivated and wild plants. This code has been developed under the sponsorship of the International Botanical Congress and is subject to amendment by such congresses from time to time. Consideration of certain proposed amendments of interest to this Department was deferred by the 1930 Congress for further study prior to the next one to be held in 1935.

The Department and the U. S. Government are not officially represented on the delegations to the International Congresses, which are composed of representatives of certain learned societies concerned with various phases of botanical science. Representatives of such American societies are, however, in a position to take cognizance of recommendations that may be made by interested governmental agencies.

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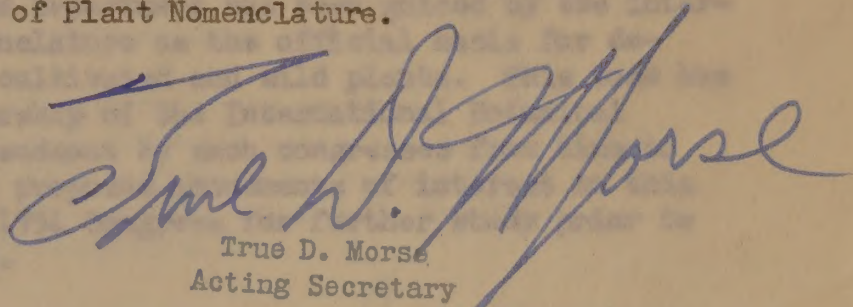
In order to facilitate the study of this problem in all its aspects, a Departmental Committee on Plant Nomenclature is appointed consisting of the following representatives of interested agencies:

Agency	Member	Alternate
Agricultural Marketing Service	W. L. Davidson	G. L. Judd
Agricultural Research Service	R. S. Gentry	John A. Stevenson
	(Chairman)	
Natural Extension Service	L. B. Taylor	John W. Gaudin
Forest Service	Edward L. Little	F. H. S. S. S.
Office of Information	J. H. Winters	H. L. Williams
Soil Conservation Service	E. H. Graham	A. O. Sorenson

The committee will consult as necessary with those interested in plant nomenclature in the land-grant colleges and other institutions and will include in its deliberations such advisory and consultative in the Department service as may be appropriate.

The committee's functions are as follows:

- (1) To provide guidance in the application of the International Code of Botanical Nomenclature in Department publications;
- (2) To provide guidance with respect to nomenclature as applied to the administration of laws which regulate interstate commerce in seed and plant materials;
- (3) To give encouragement to cooperative development of lists of recognized variety names and the definition of terms used in domestic communication and commerce; and
- (4) To review the current plant nomenclature problems of the Department and recommend such measures of relief as in their collective judgment should be presented to International Botanical Congresses for approval as changes in the International Code of Plant Nomenclature.


True D. Morse
Acting Secretary

The Department and the U. S. Government are not officially represented on the delegations to the International Congresses, which are composed of representatives of certain learned societies concerned with various phases of botanical science. Representatives of such American societies are, however, in a position to take cognizance of recommendations that may be made by interested governmental agencies.

The Department is further concerned with the use of certain popular names for cultivated plants not now directly affected by the International Code. Stabilizing of both technical and popular plant names is important to many Department agencies.

In order to facilitate the study of this problem in all its aspects, a Departmental Committee on Plant Nomenclature was appointed in 1935. Present membership of the committee is as follows:

Committee	Member	Alternate
Agricultural Marketing Service	W. A. Davidson	D. L. Johnston
Agricultural Research Service	W. B. White (Chairman)	John A. Stevenson
Federal Extension Service	J. A. Paulding	John H. Saunders
Forest Service	Edward L. Smith	Ray A. Loomis
Office of Information	J. M. McCombs	H. P. Wilson
Soil Conservation Service	W. H. Brown	A. D. Street

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Charles H. W. H. H.
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 29, 1958

MEMORANDUM NO. 1373, REVISION

Committee on Plant Nomenclature

The Department is concerned with the accuracy of plant names from several standpoints, among the more important being their use in technical and popular publications and in the administration of various statutes and regulations. For many years the Department has been guided by the International Code of Botanical Nomenclature as the official basis for determining the correct names of cultivated and wild plants. This code has been developed under the sponsorship of the International Botanical Congresses and is subject to amendment by such congresses from time to time. Consideration of certain proposed amendments of interest to this Department was deferred by the 1954 Congress for further study prior to the next one to be held in 1959.

The Department and the U. S. Government are not officially represented on the delegations to the International Congresses, which are comprised of representatives of certain learned societies concerned with various phases of botanical science. Representatives of such American societies are, however, in a position to take cognizance of recommendations that may be made by interested governmental agencies.

The Department is further concerned with the use of certain popular names for cultivated plants not now directly affected by the International Code. Stability of both technical and popular plant names is important to many Department agencies.

In order to facilitate the study of this problem in all its aspects, a Departmental Committee on Plant Nomenclature was appointed in 1955. Present membership of the committee is as follows:

<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
Agricultural Marketing Service	W. A. Davidson	O. L. Justice
Agricultural Research Service	*M. G. Weiss (Chairman)	John A. Stevenson
Federal Extension Service	J. R. Paulling	John M. Saunders
Forest Service	Elbert L. Little	*Bert R. Lexen
Office of Information	J. H. McCormick	H. P. Mileham
Soil Conservation Service	E. H. Graham	A. D. Stoesz

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 25, 1955

MEMORANDUM NO. 1373, REVISION

Committee on Plant Nomenclature

The Department is concerned with the accuracy of plant names from several standpoints, among the more important being their use in technical and popular publications and in the administration of various statutes and regulations. For many years the Department has been guided by the International Code of Botanical Nomenclature as the official basis for determining the correct names of cultivated and wild plants. This code has been developed under the sponsorship of the International Botanical Congresses and is subject to amendment by such congresses from time to time. Consideration of certain proposed amendments of interest to this Department was deferred by the 1954 Congress for further study prior to the next one to be held in 1959.

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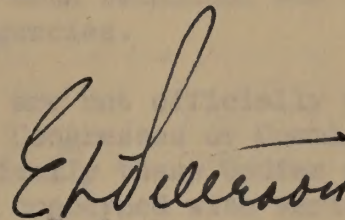
In order to facilitate the study of this problem in all its aspects, a Departmental Committee on Plant Nomenclature was appointed in 1955. Present membership of the committee is as follows:

Agency	Member	Alternate
Agricultural Marketing Service	W. A. Davidson	O. L. Justice
Agricultural Research Service	W. G. Nelson	John A. Stevenson
	(Chairman)	
Federal Extension Service	J. R. Paulding	John W. Saunders
Forest Service	Albert A. Little	*Bert R. Loxan
Office of Information	J. H. McCormick	H. P. Williams
Soil Conservation Service	E. H. Graham	A. D. Storer

The committee will consult as necessary with those interested in plant nomenclature in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the Government service as seem appropriate.

The committee's functions are as follows:

- (1) To provide guidance in the application of the International Code of Botanical Nomenclature in Department publications;
- (2) To provide guidance with respect to nomenclature as applied to the administration of laws which regulate interstate commerce in seed and plant materials;
- (3) To give encouragement to cooperative development of lists of recognized variety names and the definition of terms used in domestic communication and commerce; and
- (4) To review the current plant nomenclature problems of the Department and recommend such measures of relief as in their collective judgment should be presented to International Botanical Congresses for approval as changes in the International Code of Plant Nomenclature.



E. L. Peterson
Assistant Secretary

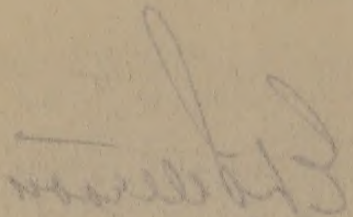
* New committee members

Agency	Member	Alternate
Agricultural Marketing Service	W. L. Bailey	W. E. Davis
Agricultural Research Service	H. S. Gentry	C. A. Rejzner
Federal Extension Service	J. B. Paulding	John H. Saunders
Forest Service	Robert L. Smith	Wm. W. Harvey
Office of Information	J. H. McCord	E. F. Wilkes
Railroad Commission Service	E. W. Upton	A. D. Upton

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- (4) To review the current plant nomenclature problems of the Department and recommend such measures of relief as in their collective judgment should be presented to International Botanical Congresses for approval as changes in the International Code of Plant Nomenclature.


A. N. Peterson
Assistant Secretary

* New committee members

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 31, 1962

MEMORANDUM NO. 1373, REVISED

Committee on Plant Nomenclature

The Department is concerned with the accuracy and uniform usage of both technical and common names of plants as used in technical and popular publications and in the administration of various statutes and regulations. For many years, the Department has been guided by the International Code of Botanical Nomenclature as the official basis for determining the correct scientific names of cultivated and wild plants. It also conforms to the provisions of the more recently developed International Code of Nomenclature for Cultivated Plants. Revisions and **amendments** of these codes are considered periodically and it is in the interest of the Department to maintain surveillance of changes and to formulate and submit recommendations on matters of specific importance to the Department. As an illustration, stability of both technical and common plant names is important to many Department agencies.

The Department and the U. S. Government are not officially represented on the delegations to the International Congresses or Commissions that formulate and revise the codes. Historically these bodies are comprised of representatives of learned societies concerned with various phases of plant science. Representatives of such American Societies, however, are in a position to take cognizance of recommendations that may be made to interested Government agencies.

In order to facilitate the study of this problem in all its aspects, a Departmental Committee on Plant Nomenclature was appointed in 1955. The present membership of the Committee is as follows:

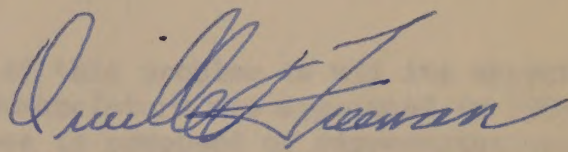
<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
Agricultural Marketing Service	*O. L. Justice	*B. M. Leese
Agricultural Research Service	M. G. Weiss (Chairman)	*C. R. Benjamin
Federal Extension Service	J. R. Paulling	John M. Saunders
Forest Service	Elbert L. Little	*Kenneth W. Parker
Office of Information	J. H. McCormick	H. P. Mileham
Soil Conservation Service	E. H. Graham	A. D. Stoesz

COMMITTEES (Plant Nomenclature)

The Committee will consult as necessary with those interested in plant nomenclature in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the Government service as seem appropriate.

The Committee's functions are as follows:

- (1) To provide guidance in the application of the International Code of Botanical Nomenclature in Department publications;
- (2) To provide guidance with respect to nomenclature as applied to the administration of laws which regulate interstate commerce in seed and plant materials;
- (3) To give encouragement to cooperative development of lists of recognized variety names and the definition of terms used in domestic communication and commerce;
- (4) To give encouragement to cooperative development of lists of common names of plants, with the objective of promoting uniform usage; and
- (5) To review the current plant nomenclature problems of the Department and recommend such measures as in their collective judgment should be presented to International Congresses or Commissions for approval as changes in nomenclature codes.



Orville L. Freeman
SECRETARY

* New committee members

Agricultural Research Service
Census and Marketing Service
Federal Education Service
Forest Service
Office of Information
Soil Conservation Service

The United States will continue its policy of friendly relations with all nations and will not discriminate in the least against any other nation and will not discriminate in the least against any other nation and will not discriminate in the least against any other nation.

The United States' position is as follows:

- (1) To provide evidence in the opinion of the International Code of Criminal Jurisprudence in Department of Justice;
- (2) To provide evidence with regard to the commission of the crime in the opinion of the International Code of Criminal Jurisprudence in Department of Justice;
- (3) To give encouragement to cooperative development of laws of various countries with the intention of crime and the crime in communication and cooperation;
- (4) To give encouragement to cooperative development of laws of various countries with the intention of crime and the crime in communication and cooperation;
- (5) To review the entire subject matter of the crime and the crime in communication and cooperation in their collective interest and cooperation in their collective interest and cooperation in their collective interest.

[Signature]
Special Agent
Federal Bureau of Investigation

* New criminal members

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

September 20 1965

SECRETARY'S MEMORANDUM NO. 1373, REVISED

Committee on Plant Nomenclature

The Department is concerned with the accuracy and uniform usage of both technical and common names of plants as used in technical and popular publications and in the administration of various statutes and regulations. For many years, the Department has been guided by the International Code of Botanical Nomenclature as the official basis for determining the correct scientific names of cultivated and wild plants. It also conforms to the provisions of the more recently developed International Code of Nomenclature for Cultivated Plants. Revisions and amendments of these codes are considered periodically, and it is in the interest of the Department to maintain surveillance of changes and to formulate and submit recommendations on matters of specific importance to the Department. As an illustration, stability of both technical and common plant names is important to many Department agencies.

The Department and the U.S. Government are not officially represented on the delegations to the International Congresses or Commissions that formulate and revise the codes. Historically these bodies are comprised of representatives of learned societies concerned with various phases of plant science. Representatives of such American Societies, however, are in a position to take cognizance of recommendations that may be made to interested Government agencies.

In order to facilitate the study of this problem in all its aspects, a Departmental Committee on Plant Nomenclature was appointed in 1955. The present membership of the committee is composed of representatives from the following agencies:

Agricultural Research Service
Consumer and Marketing Service
Federal Extension Service
Forest Service
Office of Information
Soil Conservation Service

COMMITTEES (Plant Nomenclature)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 20, 1955

MEMORANDUM FOR THE SECRETARY

RECOMMENDATION ON THE PROPOSED

The Department is concerned with the necessity and desirability of a coordinated and comprehensive program of research and development in the field of plant nutrition. It is the policy of the Department to support such a program, and it is the responsibility of the Secretary to recommend to the President the necessary action. The Department has been studying the problem of plant nutrition for some time, and it has concluded that a coordinated and comprehensive program of research and development is needed. The Department has been studying the problem of plant nutrition for some time, and it has concluded that a coordinated and comprehensive program of research and development is needed. The Department has been studying the problem of plant nutrition for some time, and it has concluded that a coordinated and comprehensive program of research and development is needed.

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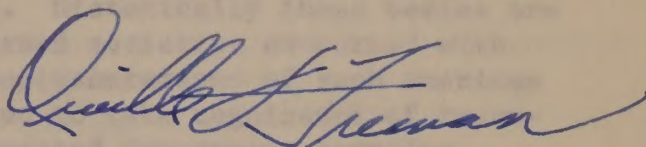
In order to carry out this program, it is recommended that the following actions be taken: (1) The Department should establish a committee to study the problem of plant nutrition. (2) The Department should establish a research program in the field of plant nutrition. (3) The Department should establish a development program in the field of plant nutrition.

Respectfully,
Secretary of Agriculture
Office of the Secretary
Washington, D. C.

The committee will consult as necessary with those interested in plant nomenclature in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the Government service as seem appropriate.

The committee's functions are as follows:

- (1) To provide guidance in Department publications in the application of the International Code of Botanical Nomenclature and the International Code of Nomenclature of Cultivated Plants;
- (2) To provide guidance with respect to nomenclature as applied to the administration of laws which regulate interstate commerce in seed and plant materials;
- (3) To give encouragement to cooperative development of lists of recognized variety names and the definition of terms used in domestic communication and commerce;
- (4) To give encouragement to cooperative development of lists of common names of plants, with the objective of promoting uniform usage; and
- (5) To review the current plant nomenclature problems of the Department and recommend such measures as in their collective judgment should be presented to International Congresses or Commissions for approval as changes in nomenclature codes.



Orville L. Freeman

SECRETARY

In order to facilitate the study of this subject, a Departmental Committee on Plant Nomenclature was organized in 1935. The present membership of the committee is composed of representatives from the following agencies:

Agricultural Research Service
 Forestry and Rangeland Service
 Federal Extension Service
 Forest Service
 Office of Information
 Soil Conservation Service
 Cooperative State Research Service

The committee will consult as necessary with those interested in plant nomenclature in the last great college and other institutions and may include in its deliberations such advisors and consultants in the government service as seem appropriate.

The committee's functions are as follows:

- (1) To provide guidance in Department publications in the preparation of the International Code of Botanical Nomenclature and the International Code of Nomenclature of Cultivated Plants;
- (2) To provide guidance with respect to nomenclature as applied to the identification of laws which relate interstate commerce in seed and plant materials;
- (3) To give encouragement to cooperative development of lists of recognized variety names and the collection of terms used in domestic communication and commerce;
- (4) To give encouragement to cooperative development of lists of common names of plants, with the objective of promoting uniform usage; and
- (5) To review the current plant nomenclature problems of the Department and recommend such measures as in their collective judgment should be presented to International Congresses or Commissions for approval as changes in nomenclature codes.

WILLIAM L. FREEMAN
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

December 10 1969

SECRETARY'S MEMORANDUM NO. 1373, Revised

Committee on Plant Nomenclature

The Department is concerned with the accuracy and uniform usage of both technical and common names of plants as used in technical and popular publications and in the administration of various statutes and regulations. For many years, the Department has been guided by the International Code of Botanical Nomenclature as the official basis for determining the correct scientific names of cultivated and wild plants. It also conforms to the provisions of the more recently developed International Code of Nomenclature for Cultivated Plants. Revisions and amendments of these codes are considered periodically, and it is in the interest of the Department to maintain surveillance of changes and to formulate and submit recommendations on matters of specific importance to the Department. As an illustration, stability of both technical and common plant names is important to many Department agencies.

The Department and the U. S. Government are not officially represented on the delegations to the International Congresses or Commissions that formulate and revise the codes. Historically these bodies are comprised of representatives of learned societies concerned with various phases of plant science. Representatives of such American Societies, however, are in a position to take cognizance of recommendations that may be made to interested Government agencies.

In order to facilitate the study of this problem in all its aspects, a Departmental Committee on Plant Nomenclature was appointed in 1955. The present membership of the committee is composed of representatives from the following agencies:

Agricultural Research Service
Consumer and Marketing Service
Federal Extension Service
Forest Service
Office of Information
Soil Conservation Service
Cooperative State Research Service

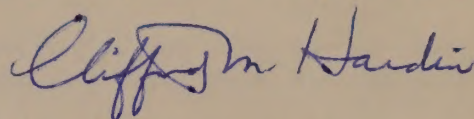
COMMITTEES (Plant Nomenclature)

The committee will consult as necessary with those interested in plant nomenclature in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the Government service as seem appropriate.

The committee's functions are as follows:

- (1) To provide guidance in Department publications in the application of the International Code of Botanical Nomenclature and the International Code of Nomenclature of Cultivated Plants;
- (2) To provide guidance with respect to nomenclature as applied to the administration of laws which regulate interstate commerce in seed and plant materials;
- (3) To give encouragement to cooperative development of lists of recognized variety names and the definition of terms used in domestic communication and commerce;
- (4) To give encouragement to cooperative development of lists of common names of plants, with the objective of promoting uniform usage; and
- (5) To review the current plant nomenclature problems of the Department and recommend such measures as in their collective judgment should be presented to International Congresses or Commissions for approval as changes in nomenclature codes.

This memorandum which only adds the Cooperative State Research Service to membership on the Committee, supersedes Secretary's Memorandum No. 1373, and ~~its revisions~~. *Revised dated September 20, 1965.*



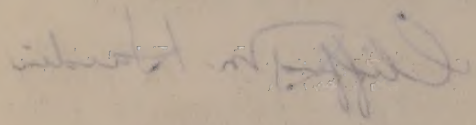
Clifford M. Hardin
Secretary of Agriculture

The committee will consult as necessary with those interested in plant nomenclature in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the Government service as seem appropriate.

The committee's functions are as follows:

- (1) To provide guidance in Department publications in the application of the International Code of Botanical Nomenclature and the International Code of Nomenclature of Cultivated Plants;
- (2) To provide guidance with respect to nomenclature as applied to the administration of laws which regulate interstate commerce in seed and plant materials;
- (3) To give encouragement to cooperative development of lists of recognized variety names and the definition of terms used in domestic communication and commerce;
- (4) To give encouragement to cooperative development of lists of common names of plants, with the objective of promoting uniform usage; and
- (5) To review the current plant nomenclature problems of the Department and recommend such measures as in their collective judgment should be presented to International Congresses or Commissions for approval as changes in nomenclature codes.

This memorandum which only adds the Cooperative State Research Service to membership on the Committee, supersedes Secretary's Memorandum No. 1373, and its revisions.



Clifford M. Hartshorn
Secretary of Agriculture

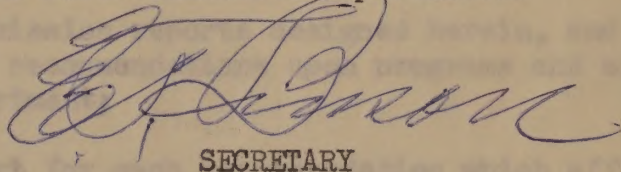
March 17 1955

SECRETARY'S MEMORANDUM NO. 1374

Change in Title of the Solicitor to General Counsel

Pursuant to the authority vested in me by Reorganization Plan No. 2 of 1953, and effective immediately, the title of the Solicitor is hereby changed to General Counsel. His office shall hereafter be known as the Office of the General Counsel, and corresponding changes in nomenclatures within his Office consistent with this order shall be deemed effective.

This change has been under consideration for some time and I believe is desirable to provide a title more nearly descriptive of the work of that Office. This action is in line with similar changes that have been made in other Executive departments.



SECRETARY

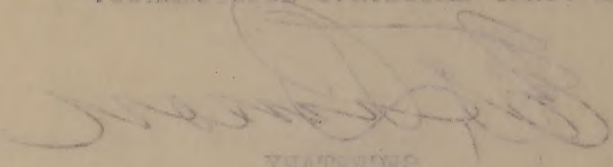
ORGANIZATION 1 (General Counsel)

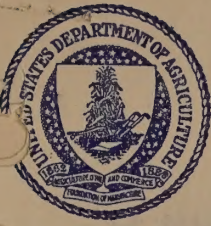
SECRETARY'S MEMORANDUM NO. 1374

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This change has been under consideration for some time and I believe is desirable to provide a title more nearly descriptive of the work of that Office. This action is in line with similar changes that have been made in other Executive Departments.


SECRETARY



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

MAR 18 1955

MEMORANDUM NO. 1375

Departmental Review of Reports of the Commission on Organization
of the Executive Branch of the Government

Budget Bureau Bulletin 55-5 dated March 4, 1955, requires this Department to review and comment on reports released by the Commission on Organization of the Executive Branch of the Government:

"It is the desire of the President that each agency make a review of each of the Commission's reports and submit its views to the President through the Bureau of the Budget within thirty days after the release of the particular report...

"These reviews should determine the application to the agency of the Commission's recommendations, including task force recommendations specifically endorsed by the Commission. Each agency statement should include the extent to which the recommendations can be put into effect and the manner of carrying them out."

By direction of the Secretary, Department review committees have been designated to:

1. Analyze individual Commission reports assigned herein, and evaluate the impact of recommendations upon programs and administration of this Department;
2. Prepare a summary report for each recommendation which affects the Department, for submission to the Under Secretary.

The membership of review committees is reflected in Exhibit A, and detailed instructions for preparing summary reports are contained in Exhibit B.

The reports of these Department committees will be reviewed by members of the Secretary's immediate staff and will be approved by the Secretary before they are transmitted to the Bureau of the Budget.

The Budget Bureau Bulletin has placed a limit of thirty days upon the time available for analysis of Commission recommendations. Each review committee should submit its report to the Under Secretary within twenty days following release of the applicable Commission report or within twenty days following the date of this memorandum, whichever is later. This is necessary in order that Departmental policy review and coordination may be completed within the time allotted by the Bureau of the Budget. Some Commission reports will be

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



MAR 22 1935

MEMORANDUM NO. 1372

Report of the Review of the Department of the Executive Branch of the Government

Under Bureau Bulletin 57-1 dated March 1, 1935, various other departments to review and correct or revise reports and to the Department of the Executive Branch of the Government:

It is the policy of the Department that each agency make a review of each of the Department's reports and submit the same to the President through the Bureau of the Budget within thirty days after the release of the particular report.

"These reviews should determine the application to the agency of the Department's recommendations, including those recommendations which are specifically endorsed by the Department. These agency statements should include the extent to which the recommendations can be put into effect and the manner of carrying them out."

By direction of the Secretary, Department review committees have been designated as:

1. Analyze individual Commission reports, assigned herein, and evaluate the impact of recommendations upon programs and administration of the Department.

2. Prepare a summary report for each recommendation which affects the Department, for submission to the United States.

The responsibility of review committees is reflected in Exhibit A, and detailed instructions for preparing summary reports are contained in Exhibit B.

The reports of these Department committees will be reviewed by members of the Secretary's immediate staff and will be approved by the Secretary before they are furnished to the Bureau of the Budget.

The Bureau Bulletin has placed a limit of thirty days upon the time available for analysis of Commission recommendations. Each review committee will submit its report to the Bureau of the Budget within thirty days following release of the Commission report or within thirty days following the date of this memorandum, whichever is later. It is necessary in order that Department policy review and coordination may be completed within the time allotted by the Bureau of the Budget. Some Commission reports will

of limited concern to the Department, and will require only brief attention. However, in the case of Commission reports which have extensive impact upon the work of this Department, it will be appreciated if review committees will give priority handling to their assignments so that deadlines might be met.

Questions or requests for further information on procedures under this Memorandum should be directed to Mr. John L. Wells, Extension 4580.

Charles E. Ferguson
Richard E. Judelle
Edward F. Sprague
Orson C. Shaw
G. V. Wells

- PS

- Sol.

- AMS

- AMS

Ralph R. [Signature]
Administrative Assistant Secretary

Attachments - 2

Charles E. Ferguson
John C. Hamilton
Malcolm H. Holliday, Jr.
John L. Wells
L. Kenneth Wright

- PMS

- PS

- UTS

- TRA

- BAF

- AMS

3. Medical Services

W. R. Clarkson, Chairman
John E. Holden
Ralph F. Koebel
Roy W. Lammertson
Sterling R. Howell

- AMS

- BAF

- Sol.

- AMS

- AMS

4. Budget and Accounting

J. C. Wheeler, Chairman
Charles G. Barnard
Carl H. Denny
Carl A. Fretts
Henry G. Harrell
Ralph F. Koebel
Wells E. Judlow
James J. Rogers

- BAF

- TRA

- SOL

- TUD

- AMS

- Sol.

- TRA

- CDS

5. Legal Services and Proceedings

Charles W. Dwyer, Chairman
James J. Flavin
John J. Gifford

- Sol.

- Sol.

- CDS

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Questions or requests for further information on procedures under this Memorandum should be directed to Mr. John L. Wells, Extension 1537.

Administrative Assistant Secretary

Attachment - 2

Technical Review Committees
for Hoover Commission Recommendations

1. Personnel and Civil Service

MacHenry Schafer, Chairman	- Pers.
Earl M. Hughes	- CSS
Clarence M. Ferguson	- FES
Richard E. McArdle	- FS
Edward F. Mynatt	- Sol.
Byron T. Shaw	- ARS
O. V. Wells	- AMS

2. Paperwork Management

F. R. Mangham, Chairman	- P&O
Gordon D. Fox	- FS
John C. Hamilton	- CSS
Malcolm H. Holliday, Jr.	- FHA
John L. Wells	- B&F
L. Kenneth Wright	- AMS

3. Medical Services

M. R. Clarkson, Chairman	- ARS
John B. Holden	- B&F
Ralph F. Koebel	- Sol.
Roy W. Lennartson	- AMS
Sterling R. Newell	- AMS

4. Budget and Accounting

J. C. Wheeler, Chairman	- B&F
Charles C. Barnard	- FHA
Carl H. Dorny	- SCS
Carl A. Fretts	- FCIC
Henry G. Herrell	- AMS
Ralph F. Koebel	- Sol.
Wells E. Ludlow	- REA
James J. Somers	- CSS

5. Legal Services and Procedures

Charles W. Bucy, Chairman	- Sol.
Thomas J. Flavin	- Sec.
Glen J. Gifford	- OHE

6. Lending Agencies

a. Commodity Credit Corporation

Walter C. Berger, Chairman	- CSS
John C. Cooper, Jr.	- B&F
Edward M. Shulman	- Sol

b. Federal Crop Insurance Corporation

Carl A. Fretts, Chairman	- FCIC
John A. Fridinger	- Sol
Joseph C. Wheeler	- B&F

c. Farmers Home Administration

Henry C. Smith, Chairman	- FHA
Howard V. Campbell	- Sol
Charles L. Grant	- B&F

d. Rural Electrification Administration

Fred H. Strong, Chairman	- REA
Charles L. Grant	- B&F
Herman D. Plavnik	- Sol

7. Overseas Economic Operations

William G. Lodwick, Chairman	- FAS
George E. Cooper	- Sol.
Paul V. Kepner	- FES
Preston Richards	- CSS
Frank H. Spencer	- ARS

8. Water Resources and Power

Gladwin E. Young, Chairman	- SCS
Edward P. Cliff	- FS
Edward F. Mynatt	- Sol.
Donald A. Russell	- B&F
Henry C. Smith	- FHA
Fred H. Strong	- REA

9. Real Property

F. R. Mangham, Chairman	- P&O
Reynolds G. Florance	- Sol.
W. S. Swingler	- FS
Frank H. Spencer	- ARS
William R. Van Dersal	- SCS



10. Procurement
Use and Disposal of Surplus Property

John B. Holden, Chairman	- B&F
George D. Ferrare	- FS
Terry J. McAdams	- P&O
Elmer Mostow	- Sol.
Alvin C. Watson	- SCS
Stanley P. Williams	- ARS

In. Expenditures
Use and Disposal of Service Property

John B. Nelson, Chairman	1935 - 1936
George D. Perkins	1936 - 1937
Harry J. Williams	1937 - 1938
Walter Heston	1938 - 1939
Alvin C. Wilson	1939 - 1940
George P. Williams	1940 - 1941

1941 - 1942	1942 - 1943
1943 - 1944	1944 - 1945
1945 - 1946	1946 - 1947

1947 - 1948	1948 - 1949
1949 - 1950	1950 - 1951
1951 - 1952	1952 - 1953

1953 - 1954	1954 - 1955
1955 - 1956	1956 - 1957
1957 - 1958	1958 - 1959

1959 - 1960	1960 - 1961
1961 - 1962	1962 - 1963
1963 - 1964	1964 - 1965
1965 - 1966	1966 - 1967
1967 - 1968	1968 - 1969

1969 - 1970	1970 - 1971
1971 - 1972	1972 - 1973
1973 - 1974	1974 - 1975
1975 - 1976	1976 - 1977
1977 - 1978	1978 - 1979

1979 - 1980	1980 - 1981
1981 - 1982	1982 - 1983
1983 - 1984	1984 - 1985
1985 - 1986	1986 - 1987
1987 - 1988	1988 - 1989

UNITED STATES DEPARTMENT OF AGRICULTURE

Comments on the Report /Insert Report Title/ of the Commission
on Organization of the Executive Branch of the Government1. COMMISSION RECOMMENDATION:

(Copy the recommendation in full, underscored, centered on the page 25 spaces from right and left margins.)

2. EVALUATION AND COMMENT:

(Indicate, in narrative fashion, the impact of the recommendation on Department programs or administration, including, for example, policies affected, funds or personnel involved, problems that the recommendation would solve or create, relationships between the Department and other Federal agencies, State or local governments or other organizations that would be affected, and particular aspects of the public welfare that might be involved.)

3. POSITION OF THE DEPARTMENT:

(Indicate the Department's general views on the recommendation. Do we favor or oppose? Why?)

4. EXTENT TO WHICH THE RECOMMENDATION CAN BE IMPLEMENTED:

(Indicate here, regardless of the Department's position, the extent to which the recommendation could be implemented by the Department without further legislation or without clearances from other Federal agencies.)

5. MANNER IN WHICH THE RECOMMENDATION WOULD BE CARRIED OUT:

(If the recommendation could be carried out, as indicated in number 4, what steps would be taken to secure its implementation? How long would it require?)

GENERAL INSTRUCTIONS:

1. Prepare reports only for those recommendations of the Commission, or recommendations of a task force specifically endorsed by the Commission, which would affect the Department's activities.
2. Insofar as possible, list major points under each of the above headings, in serial fashion — i.e., A, B, C, etc.

3. Reports should aim at brevity, consistent with adequate treatment of the subject. Where the report, because of the complexity of issues involved, may become lengthy, a summary should be prepared in the format indicated, and further explanatory material included as an attachment.
4. Each technical review Committee should submit its reports under transmittal addressed to the Under Secretary.
5. Each individual report should be submitted in seven copies.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 13 1956

MEMORANDUM NO. 1375, SUPPLEMENT 1

Departmental Review of Reports of the Commission on Organization
of the Executive Branch of the Government

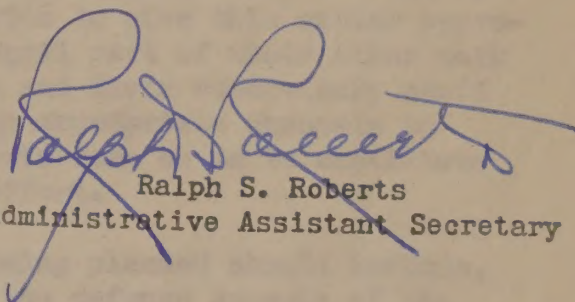
The following technical review committee is designated, in addition to those established by Memorandum No. 1375, to analyze the Commission reports assigned herein and report on them as prescribed in Memorandum No. 1375.

Transportation (designated 4-12-55)

M. J. Hudtloff, Chairman	- CSS
George A. Dice	- AMS
Charles W. Bucy	- GC
Tony M. Baldauf	- B&F

The chairman of the technical review committee for the report on "Overseas Economic Operations" is changed from William G. Lodwick to Gwynn Garnett, Administrator, Foreign Agricultural Service.

In reference to the membership of the technical committee on Use and Disposal of Surplus Property, Wingate E. Underhill, CSS, is added to this committee designated March 18, 1955.


Ralph S. Roberts
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

1917

MEMORANDUM NO. 137, SEPTEMBER 1, 1917

Departmental Board of Experts on the Revision of the
of the Executive Branch of the Government

The following technical review committee is constituted, in addition to those established by Memorandum No. 137, to analyze the Commission reports assigned herein and report on them as prescribed in Memorandum No. 137.

Investigation (Assigned 1-13-17)

-	Mr. J. H. Anderson
-	George A. Rice
-	Charles W. Rice
-	John H. Anderson

The chairman of the technical review committee for the purpose of "Oversee Bureau's Operations" is changed from William L. Lockwood to Wynn Bennett, Assistant, Bureau of Agricultural Services.

In reference to the members of the technical committee on the and disposal of surplus property, dated 1. 1. 1917, it is added to this committee designated under 1. 1. 1917.

[Signature]
Ralph E. Rogers
Administrative Assistant, Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

April 20 1955

MEMORANDUM NO. 1376

Implementation of Defense Mobilization and Civil Defense Responsibilities

The Defense Production Act, the National Security Act, the Federal Civil Defense Act, Executive Order 10480, and other legislation and regulations declare a Federal policy of national preparedness for effective defense and the rapid mobilization of resources of the Nation against hostile attack. Defense Mobilization Order I-9 and FCDA Delegation 2 assign specific responsibilities to the Department of Agriculture for implementing the national policy referred to above, and Secretary's Memorandums No. 1346 and 1350 and paragraph 200-k, Title IX, of the Administrative Regulations delegate certain responsibilities for action pursuant to these assignments to agencies of the Department. It is requested that the head of each Service or other agency review the foregoing and related documents and undertake such action as may be necessary to assure that the Department will meet its responsibilities in this important area as fully as possible.

It is especially emphasized that responsibilities relating to defense mobilization and civil defense shall be given equal importance with the regular continuing programs of the respective Services. This fact should be brought to the attention of all employees in order that there will be a constant awareness of our responsibility for adequate planning and recognition of the defense aspects of agency programs. All employees who are requested to assist or participate in these activities, as well as those having direct assignments, are expected to give this matter appropriate continuing consideration as an integral part of their other work assignments. Especially, all agency heads and their supervisory staff should consider and initiate action through appropriate channels to implement this memorandum and to direct their work so as to contribute most effectively to the national defense effort.

Surveys and research now in progress and being planned should include, where feasible, provision for analysis of the defense aspects of the project. When desirable, proposed survey questionnaires should include appropriate inquiries which will provide information helpful in defense planning, and any responses thereto should be referred to the persons directly concerned with such matters.

In view of the fact that it may be necessary to give continuing attention to defense mobilization and civil defense for an indefinite period of time, activities in this field must be integrated into the regular

NATIONAL DEFENSE

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



April 20 1950

MEMORANDUM NO. 1376

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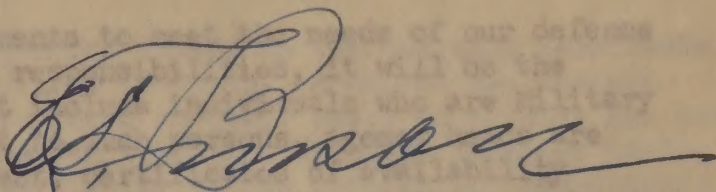
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- 2 -

May 20, 1950

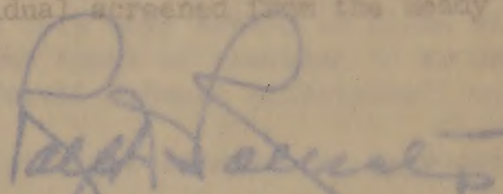
programs of each Service or agency. Each Service or agency head is requested to give personal attention to these matters and see that all phases of the task are brought up to date promptly and maintained in a status of constant readiness to meet the needs of an adequate national defense.

When determining staff requirements to meet the needs of our defense mobilization and civil defense requirements, it will be the policy of the Department to not release individuals who are Military Ready Reservists. With respect to individuals who are not Military Ready Reservists, upon request for release, the Department is authorized to issue, upon request, a release order stating that the reservist is not available for military service and no delay in releasing such individual would be requested during a period of mobilization.



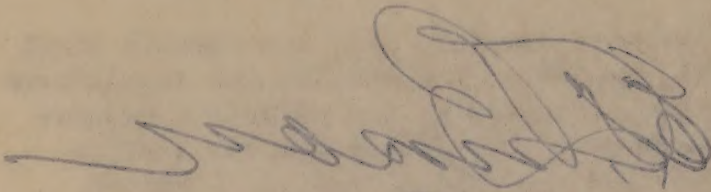
Secretary

Should any situation develop where an agency head feels that the Department's responsibilities are such that a Ready Reservist's services should be continued in Agriculture rather than reporting to the military in a national emergency, such cases should be called to the attention of the Director of Personnel in order that steps may be taken to have the individual screened from the Ready Reserve.



Ralph S. Roberts
Administrative Assistant Secretary

programs of each Service or agency. Each Service or agency head is requested to give personal attention to these matters and see that all phases of the task are brought up to date promptly and maintained in a status of constant readiness to meet the needs of an adequate national defense.



Secretary

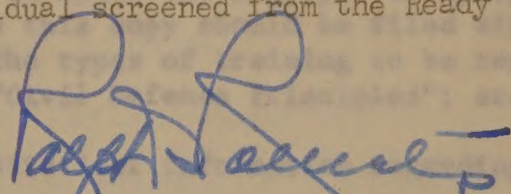
May 20, 1958

MEMORANDUM NO. 1376, SUPPLEMENT 1

Staffing for Defense Mobilization and Civil Defense

When determining staff requirements to meet the needs of our defense mobilization and civil defense responsibilities, it will be the policy of the Department to not include individuals who are Military Ready Reservists. With respect to such persons, agency heads are authorized to issue, upon request, certificates of availability stating that the reservist is not considered a key civilian employee and no delay in releasing such individual would be requested during a period of mobilization.

Should any situation develop where an agency head feels that the Department's responsibilities are such that a Ready Reservist's services should be continued in Agriculture rather than reporting to the military in a national emergency, such cases should be called to the attention of the Director of Personnel in order that steps may be taken to have the individual screened from the Ready Reserve.



Ralph S. Roberts
Administrative Assistant Secretary

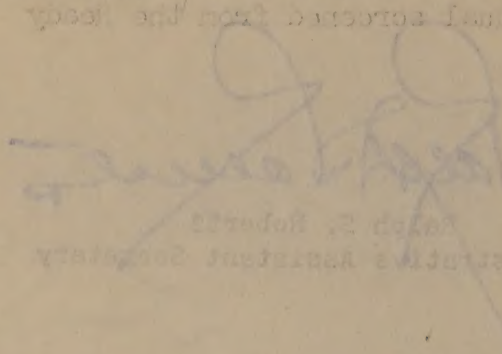
May 20, 1938

MEMORANDUM NO. 1376, SUPPLEMENT 1

Statute for Defense Mobilization and Civil Defense

When determining staff requirements to meet the needs of our defense mobilization and civil defense responsibilities, it will be the policy of the Department to not include individuals who are military ready reservists. With respect to such persons, agency heads are authorized to issue, upon request, certificates of availability stating that the reservist is not considered a key civilian employee and no delay in releasing such individual would be experienced during a period of mobilization.

Should any situation develop where an agency head feels that the Department's responsibilities are such that a ready reservist's services should be continued in Government rather than reporting to the military in a national emergency, such cases should be called to the attention of the Director of Personnel in order that steps may be taken to have the individual removed from the ready Reserve.


Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 9, 1958

MEMORANDUM NO. 1376, SUPPLEMENT 2

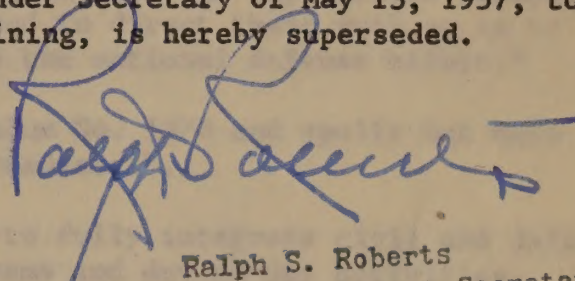
Non-Military Defense Training

To carry out the Department's assignments listed in the original memorandum, agency personnel may require specialized training. Agencies may sponsor courses for specialized training according to their needs or arrange for participation of their employees in courses sponsored by other agencies having special skills or capabilities in particular fields related to non-military defense.

So that information may be readily available regarding employees who have thus acquired specialized skills, a record of such training should be maintained on Form AD-295. One copy should be filed in the official personnel folder of the employee in the manner prescribed in Title 8, chapter 20, paragraph 649 of the Administrative Regulations. A second copy should be filed with the agency's principal representative on the staff of the Department's Regional Liaison Representative for the geographical area in which the employee is assigned. For employees in the departmental service this copy should be filed with the Agency Relocation Officer. Examples of the types of training to be reported are: "Mass Feeding"; "Radiological Defense"; "Civil Defense Principles"; etc.

Agencies should be prepared to supply statistical information regarding non-military defense training on request.

The memorandum of the Assistant to the Under Secretary of May 13, 1957, to Heads of Agencies concerning Civil Defense Training, is hereby superseded.


Ralph S. Roberts
Administrative Assistant Secretary

September 9, 1953

MEMORANDUM NO. 1376, SUPPLEMENT 2

Non-Military Defense Training

To carry out the Department's assignments listed in the original memorandum, agency personnel may require specialized training. Agencies may sponsor courses for specialized training according to their needs or arrange for participation of their employees in courses sponsored by other agencies having special skills or capabilities in particular fields related to non-military defense.

So that information may be readily available regarding employees who have thus acquired specialized skills, a record of such training should be maintained on Form AD-295. One copy should be filed in the official personnel folder of the employee in the manner prescribed in Title 8, Chapter 20, paragraph 69 of the Administrative Regulations. A second copy should be filed with the agency's principal representative on the staff of the Department's Regional Liaison Representative for the geographical area in which the employee is assigned. For employees in the departmental service this copy should be filed with the Agency Relocation Officer. Examples of the types of training to be reported are: "Mass Feeding"; "Radiological Defense"; "Civil Defense Principles"; etc.

Agencies should be prepared to supply statistical information regarding non-military defense training on request.

The memorandum of the Assistant to the Under Secretary of May 13, 1952, to Heads of Agencies concerning Civil Defense Training, is hereby superseded.

Ralph E. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

December 2, 1959

MEMORANDUM NO. 1376, SUPPLEMENT 3

(Prepared under Direction of Defense Policy Committee)

IMPLEMENTATION OF CIVIL AND DEFENSE
MOBILIZATION RESPONSIBILITIES

The Department of Agriculture has many significant peacetime programs which have a direct relationship to defense, and which would continue to be essential in an emergency.

These programs are amplified in an emergency by specific delegations to the Department with respect to production, processing, storage, distribution of food, and the domestic distribution of farm equipment and commercial fertilizer; defense against fires in rural areas; defense against biological and chemical warfare in relation to animals and crops; and defense against radiological fallout as it relates to various responsibilities of the Department.

It is the policy of the Federal Government to, insofar as feasible, build into the existing structure and programs of government a readiness to carry out civil and defense mobilization functions.

Secretary's Memorandum No. 1376 states in part:

"...It is especially emphasized that responsibilities relating to defense mobilization and civil defense shall be given equal importance with regular continuing programs of the respective services...Especially all agency heads and their advisory staffs should consider and initiate action through appropriate channels to implement this memorandum and to direct their work so as to contribute more effectively to the national defense effort."

This memorandum supplements Memorandum No. 1376 and spells out more fully the principles of "built-in readiness".

It is the policy of the Department to fully integrate civil and defense mobilization into its regular programs and day-to-day activities.

In carrying out this policy, special consideration shall be given to including, wherever appropriate and feasible, references to or discussion of civil and defense mobilization responsibilities into speeches made by USDA officials; in conferences held with groups; in meetings dealing with specific products or problems; in research; in surveys conducted, and in bulletins, pamphlets and other published materials issued by the Department.

MEMORANDUM NO. 1376, SUBSISTENT
(Prepared under direction of Helene Foley Gombert)

PRESENTATION OF CIVIL AND DEFENSE
MOBILIZATION RESPONSIBILITIES

The Department of Agriculture has many agricultural production programs which have a direct relationship to defense, and which would continue to be essential in an emergency.

These programs are included in an emergency by specific legislation to the Department with respect to production, processing, storage, distribution of food, and the domestic distribution of farm equipment and materials; defense against insects; defense against fires in rural areas; defense against biological and chemical warfare in relation to animals and crops; and defense against radiological fallout as it relates to various responsibilities of the Department.

It is the policy of the Federal Government to, through its laws, policies and the existing structure and programs of Government, to carry out civil and defense mobilization functions.

Secretary's Memorandum No. 1376 states in part:

"...It is especially emphasized that responsibility for the mobilization of defense resources shall be given equal importance with regular continuing programs of the respective services... Especially all agency heads and their advisory staffs should consider and indicate action through appropriate channels to implement this memorandum and to report their action to the Committee more effectively to the national defense effort."

This memorandum supplements Memorandum No. 1376 and repeats the principle of "unity of effort."

It is the policy of the Department to fully integrate civil and defense mobilization into its regular programs and day-to-day activities.

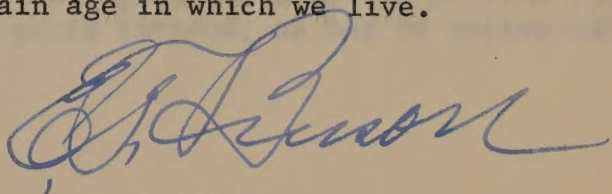
In carrying out this policy, special consideration shall be given to including, wherever appropriate and feasible, references to or discussion of civil and defense mobilization responsibilities and agencies made by OMA officials; in conferences held with groups; in meetings dealing with specific projects or problems; in research; in surveys conducted; and in bulletins, pamphlets and other published materials issued by the Department.

The following illustrate how this policy could be implemented where appropriate and feasible:

- a. Speeches. In speeches made by officials of the Department, consideration should be given to including at least references or statements relating to the Department's defense responsibilities or defense aspects of the subject being discussed.
- b. Conferences. Consideration should be given to including as one item on the agenda the discussion of civil and defense mobilization. For example, at the four Regional Conferences of State Directors of Extension, this was one of the items on the agenda.
- c. Meetings. At meetings with farmers, industry or commodity groups discussions should include defense matters of interest to the particular group involved. For example, in meetings with livestock groups the effects of fallout could be a part of the materials being discussed; meetings with industry could include a discussion of "Defense Guides for Commercial Food Facilities", Information Bulletin No. 169, etc.
- d. Research. When considering the undertaking or before completing research projects, consideration should be given to whether there are possible defense implications that should be covered.
- e. Surveys. Surveys should include appropriate inquiries to provide defense information helpful in defense planning; for instance, the recent cold storage survey seeks to obtain information important to defense planning as a part of the regular semi-annual survey.
- f. Bulletins, Pamphlets, and Other Publications. In the preparation of publications, consideration should be given to the possible inclusion of a statement or paragraph or two relating to the defense aspects of the subject.

The Food and Materials Requirements Division, CSS, is available for consultation. Marked copies of programs, conference agendas, processed speeches, news items, bulletins, pamphlets or other publications showing how the foregoing is being implemented should be sent to that division for summary and incorporation into reports to OCDM and to Congress.

It is only by this conscientious effort that we can develop a truly "built-in readiness" within the Department and carry out the Department's full responsibility in the uncertain age in which we live.



Secretary

The following illustrate how this policy could be implemented where appropriate and feasible:

a. Speeches. In speeches made by officials of the Department, consideration should be given to including at least references or statements relating to the Department's defense responsibilities or defense aspects of the subject being discussed.

b. Conferences. Consideration should be given to including as one item on the agenda the discussion of civil and defense mobilization. For example, at the four National Conferences of State Directors of Education, this was one of the items on the agenda.

c. Meetings. At meetings with farmers, industry or commodity groups discussions should include defense matters of interest to the particular group involved. For example, in meetings with livestock groups the effects of defense could be a part of the materials being discussed; meetings with industry could include a discussion of "Defense Orders for Commercial Food Facilities", Information Bulletin No. 109, etc.

d. Research. When considering the undertaking of future planning research projects, consideration should be given to whether there are possible defense implications that should be covered.

e. Surveys. Surveys should include appropriate inquiries to provide defense information helpful in defense planning; for instance, the recent cold storage survey seeks to obtain information important to defense planning as a part of the regular annual survey.

f. Publications, Pamphlets, and Other Publications. In the preparation of publications, consideration should be given to the possible inclusion of a statement or paragraph on two relating to the defense aspects of the subject.

The Food and Materials Requirements Division, GDS, is available for consultation. Marked copies of programs, conference agendas, press releases, news items, bulletins, pamphlets or other publications showing how the foregoing is being implemented should be sent to that Division for summary and incorporation into reports to GDS and to Congress.

It is only by this continuous effort that we can develop a truly "built-in readiness" within the Department and carry out the Department's full responsibility in the uncertain age in which we live.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 12, 1938

MEMORANDUM NO. 1377

Field Coordination of Defense
Mobilization and Civil Defense Activities

Defense Mobilization Order I-9 and FCDA Delegation 2 both assign specific responsibilities to the Department of Agriculture for certain "defense" activities. Secretary's Memoranda Nos. 1346, 1350, and 1376 implement the above orders and outline the assignment of responsibilities to the agencies of the Department.

The Office of Defense Mobilization and the Federal Civil Defense Administration have a regional type of organization which the Department does not have. Some central contact in each area is desirable, and it has been decided to appoint regional coordinators for the Department in each ODM and FCDA region.

All field contacts in a given geographic area between the Department and regional offices of ODM and FCDA will be made through a coordinator. He will act as liaison with the various agencies and offices of the Department in matters of general "defense" within his area. He will be informed of his individual responsibilities from time to time as the programs develop.

The designation of these coordinators does not affect the responsibility of individual field offices of the Department for the "protection of Department personnel, buildings, and property." It does establish a focal point to which ODM and FCDA can turn for information or for assignment of proper local technical assistance needed in their programs. All communications between ODM and FCDA regional offices and field offices of the Department should be coordinated through the appropriate Department coordinators. These coordinators should receive carbons of any direct correspondence which they do not originate or which they may refer for handling by others. The national offices of ODM and FCDA will be instructed to have inquiries and correspondence in the individual regions directed to our designated coordinators.

Within each agency of the Department the Agency Head should provide such distribution of this memorandum, or parts thereof, as may be appropriate and necessary.

NATIONAL DEFENSE

MEMORANDUM NO. 1377

Field Coordination of Defense
Mobilization and Civil Defense Activities

Defense Mobilization Order 1-2 and FCDA Delegation 2 both assign specific responsibilities to the Department of Agriculture for certain "defense" activities. Secretary's Memoranda Nos. 1365, 1354, and 1376 implement the above orders and outline the assignment of responsibilities to the agencies of the Department.

The Office of Defense Mobilization and the Federal Civil Defense Administration have a regional type of organization which the Department does not have. Some central contact in each area is desirable, and it has been decided to appoint regional coordinators for the Department in each ODM and FCDA region.

All field contacts in a given geographic area between the Department and regional offices of ODM and FCDA will be made through a coordinator. He will act as liaison with the various agencies and offices of the Department in matters of general "defense" within his area. He will be informed of all individual responsibilities from time to time as the program develops.

The designation of these coordinators does not affect the responsibility of individual field offices of the Department for the "protection of Department personnel, buildings, and property." It does establish a local point to which ODM and FCDA can turn for information or for assignment of proper local technical assistance needed in their programs. All communications between ODM and FCDA regional offices and field offices of the Department should be coordinated through the appropriate Department coordinators. These coordinators should receive carbon of any direct correspondence which they do not originate or which they may refer for handling by others. The national offices of ODM and FCDA will be instructed to have inquiries and correspondence in the individual regions directed to our designated coordinators.

Within each agency of the Department the Agency Head should provide each distribution of this memorandum, or parts thereof, as may be appropriate and necessary.

On a temporary basis the following coordinators are designated:

Chester D. Stevens
 Agricultural Statistician
 Agricultural Marketing Service, USDA
 1305 Post Office Building
 Boston, Massachusetts
 for ODM Region 1 and FCDA Region 1

Charles L. Tebbe
 Regional Forester
 Forest Service, USDA
 Center Building
 6816 Market Street
 Upper Darby, Pennsylvania
 for ODM Region 2 and FCDA Region 2

Oscar F. Beyer
 Food Distribution Division
 Agricultural Marketing Service, USDA
 226 West Jackson Boulevard
 Chicago, Illinois
 for ODM Region 3 and FCDA Region 4

Charles A. Connaughton
 Regional Forester
 Forest Service, USDA
 50 Seventh Street, N. E.
 Atlanta 5, Georgia
 for ODM Region 4 and FCDA Region 3

Donald E. Smith
 Commodity Office
 Commodity Stabilization Service, USDA
 911 Walnut Street
 Kansas City, Missouri
 for ODM Region 5 and FCDA Region 6

Walter T. McKay
 State Director
 Farmers Home Administration, USDA
 405 U. S. Terminal Annex
 Dallas, Texas
 for ODM Region 6 and FCDA Region 5

On a temporary basis the following coordinators are designated:

Chester D. Stevens
Agricultural Statistician
Agricultural Marketing Service, USDA
1305 Post Office Building
Boston, Massachusetts
for GDM Region 1 and FCDA Region 1

Charles L. Tappe
Regional Forester
Forest Service, USDA
Center Building
6816 Market Street
Upper Darby, Pennsylvania
for GDM Region 2 and FCDA Region 2

Oscar V. Beyer
Food Distribution Division
Agricultural Marketing Service, USDA
320 West Jackson Boulevard
Chicago, Illinois
for GDM Region 3 and FCDA Region 4

Charles A. Connaughton
Regional Forester
Forest Service, USDA
50 Seventh Street, N. E.
Atlanta 5, Georgia
for GDM Region 4 and FCDA Region 3

Donald E. Smith
Commodity Office
Commodity Stabilization Service, USDA
911 Walnut Street
Kansas City, Missouri
for GDM Region 5 and FCDA Region 6

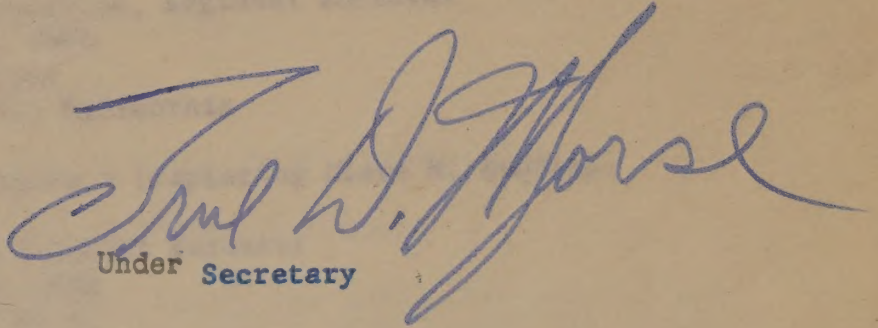
Walter E. McKay
State Director
Farmers Home Administration, USDA
405 U. S. Terminal Annex
Dallas, Texas
for GDM Region 6 and FCDA Region 5

Carl O. Hansen, State Director
Farmers Home Administration, USDA
Gallatin Block Building
40 East Main Street
Bozeman, Montana

for ODM Region 7 and deputy coordinator for the
northern four states of FCDA Region 7

Clare W. Hendee, Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

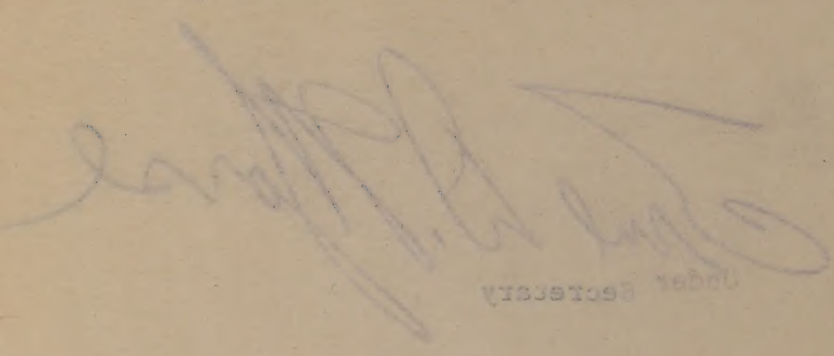
for ODM Region 8 and FCDA Region 7


Under Secretary

Carl O. Hansen, State Director
Farmers Home Administration, USDA
Galatin Block Building
40 East Main Street
Bozeman, Montana

for GDM Region 7 and deputy coordinator for the
northern four states of FODA Region 7

Glenn W. Hendon, Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California
for GDM Region 8 and FODA Region 7


Typed Name

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 1, 1955

MEMORANDUM NO. 1377, Supplement 1

Field Coordination of Defense
Mobilization and Civil Defense Activities

The following designations of field coordinators are made as changes in the list included in Memorandum No. 1377, of May 12, 1955:

Charles A. Connaughton, Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

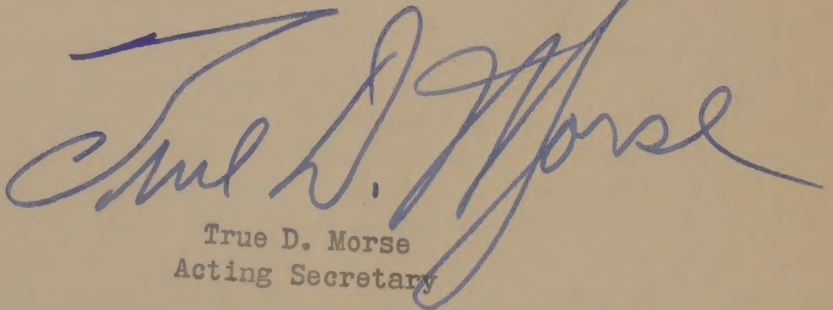
for ODM Region 8 and FCDA Region 7 (replacing Clare W. Hendee);

C. Otto Lindh, Regional Forester
Forest Service, USDA
50 7th Street, N. E.
Atlanta 5, Georgia

for ODM Region 4 and FCDA Region 3 (replacing Charles A. Connaughton).

The Office of Defense Mobilization and the Federal Civil Defense Administration will be notified of these changes.

Within each agency of the Department the agency head should provide such distribution of this memorandum as may be appropriate and necessary.


True D. Morse
Acting Secretary

NATIONAL DEFENSE

MEMORANDUM NO. 1377, Supplement 1

Field Coordination of Defense
Mobilization and Civil Defense Activities

The following designations of field coordinators are made as changes in the list included in Memorandum No. 1377, of May 12, 1955:

Charles A. Connaughton, Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

for GDM Region 8 and FCDA Region 7 (replacing Clare W. Hendee);

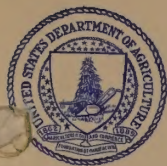
C. Otto Lindh, Regional Forester
Forest Service, USDA
20 7th Street, N. E.
Atlanta 3, Georgia

for GDM Region 4 and FCDA Region 3 (replacing Charles A. Connaughton).

The Office of Defense Mobilization and the Federal Civil Defense Administration will be notified of these changes.

Within each agency of the Department the agency head should provide such distribution of this memorandum as may be appropriate and necessary.

Charles A. Connaughton
Charles A. Connaughton
Regional Forester



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 13 1955

MEMORANDUM NO. 1378

Budget Committee

For the past two years a committee of Department officials has assisted me in considering agency budget estimates and in developing Department recommendations for submission to the Bureau of the Budget. In view of the continuing need for such assistance, the following are hereby designated to serve with the Department's Budget Officer as the Budget Committee:

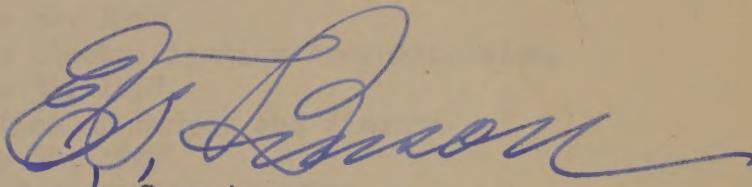
Under Secretary, Chairman

Assistant Secretaries

Director, Agricultural Credit Services

Administrative Assistant Secretary

In the absence of the Under Secretary, the Acting Chairman of the Committee will be an Assistant Secretary, in the order set forth in the latest revision of Secretary's Memorandum No. 1340.


Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

NOV 13 1938

MEMORANDUM NO. 1379

Land at Comstock

For the past two years a committee of Department officials has assisted in considering various land entries and in developing Department recommendations for submission to the Bureau of the Interior. In view of the continuing need for such assistance, the following are hereby designated to work with the Department's judges either as the chief or as the assistant:

Chief, Comstock, California

Assistant, Comstock

Director, Agricultural Credit Service

Administrative Assistant, Secretary

In the absence of the chief assistant, the Acting Chairman of the Committee will be an Assistant Secretary, in the order set forth in the Department of Agriculture's Manual, No. 1370.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 24 1955

MEMORANDUM NO. 1379

Establishment of Department's Employee Awards Committee

The Government Employees Incentive Awards Act, approved September 1, 1954, is a firm expression of the intent of the President and the Congress that there be established in the various departments and agencies Incentive Awards Programs which will effectively encourage all civilian officers and employees to participate in the common task of improving the efficiency and economy of Government operations. On March 7, 1955, a copy of the Secretary's Incentive Awards Plan under which the Department will operate its program was filed with the Civil Service Commission. To act as an advisory group in administering the Plan and to assist in stimulating wide employee interest and participation, the following individuals are being designated to serve as the Department's Employee Awards Committee:

MacHenry Schafer, Office of Personnel, Chairman
Frank McGregor, Commodity Stabilization Service,
to serve to June 30, 1956
Luke Schruben, Federal Extension Service,
to serve to June 30, 1957
F. H. Spencer, Agricultural Research Administration,
to serve to June 30, 1956
Fred Strong, Rural Electrification Administration,
to serve to June 30, 1957
J. C. Wheeler, Office of Budget and Finance,
to serve to June 30, 1957
G. E. Young, Soil Conservation Service,
to serve to June 30, 1956

In accordance with the requirements of Title 3, Public Law 763, pertinent rules and regulations of the Civil Service Commission, and the Department's Awards Plan, the Committee will assist in the development of over-all policies and in the administrative direction of the Department's Incentive Awards Program. In addition, the Committee will consider and recommend appropriate action on all nominations for the payment of cash awards over \$300. The appointment of this committee, however, will not affect in any way the responsibilities of the Distinguished and Superior Awards Committees, which will continue to function under existing regulations.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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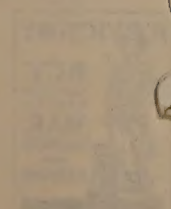
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OFFICE OF THE SECRETARY

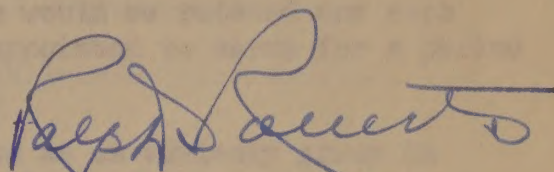
The following information was received from the Bureau of Plant Industry, United States Department of Agriculture, on the 10th day of January, 1919, in answer to a letter from the Secretary of the United States Department of Agriculture, dated the 27th day of December, 1918, and is hereby published for the information of the public.

The Bureau of Plant Industry, United States Department of Agriculture, has received information from the Bureau of Entomology and Plant Quarantine, United States Department of Agriculture, that the following information was received from the Bureau of Entomology and Plant Quarantine, United States Department of Agriculture, on the 10th day of January, 1919, in answer to a letter from the Secretary of the United States Department of Agriculture, dated the 27th day of December, 1918, and is hereby published for the information of the public.

The Bureau of Plant Industry, United States Department of Agriculture, has received information from the Bureau of Entomology and Plant Quarantine, United States Department of Agriculture, that the following information was received from the Bureau of Entomology and Plant Quarantine, United States Department of Agriculture, on the 10th day of January, 1919, in answer to a letter from the Secretary of the United States Department of Agriculture, dated the 27th day of December, 1918, and is hereby published for the information of the public.



To facilitate the Committee's work and expedite the handling of cases, the Chairman will appoint an Executive Secretary. The Committee from time to time may call upon specialists whose knowledge or experience can be helpful in carrying out committee assignments. For the purpose of stimulating general employee interest and permitting all agencies to participate in the general direction of the program, agency representation on the committee will be rotated among the agencies, and individuals will be appointed to serve for a period of two years, except that the initial appointments of three of the members will be limited to June 30, 1956, as shown.



Ralph S. Roberts
Administrative Assistant Secretary

Director of Research, Training

Carl A. Smith, Federal Crop Insurance Administration, to serve to June 30, 1956

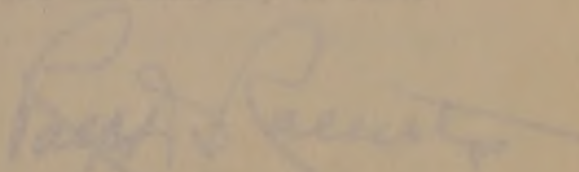
Clare Gordon, Export Service, to serve to June 30, 1956

Harry G. Merrill, Agricultural Marketing Service, to serve to June 30, 1956

John Warden, Federal Extension Service, to serve to June 30, 1957

John Young, Rural Electrification Administration, to serve to June 30, 1957

J. C. Warden, Office of Federal and Foreign Affairs, to serve to June 30, 1957.



Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 24 1956

MEMORANDUM NO. 1379, SUPPLEMENT 1

Department of Agriculture Employee Awards Committee

In establishing the Department's Employee Awards Committee it was stipulated that agency representation would be rotated and each year three new individuals would be appointed to serve for a period of two years.

Accordingly, the Committee, which acts as an advisory group in administering the Department's Award Plan and takes or recommends appropriate action on cash awards over \$300, is reconstituted as follows:

Director of Personnel, Chairman

Carl A. Fretts, Federal Crop Insurance Corporation, to
serve to June 30, 1958

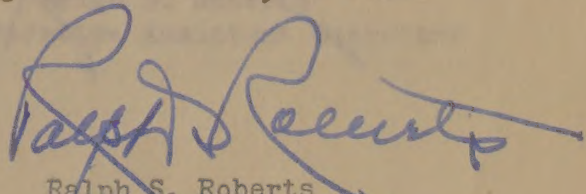
Clare Hendee, Forest Service, to serve to June 30, 1958

Henry G. Herrell, Agricultural Marketing Service, to
serve to June 30, 1958

Luke Schruben, Federal Extension Service, to serve to
June 30, 1957

Fred Strong, Rural Electrification Administration, to
serve to June 30, 1957

J. C. Wheeler, Office of Budget and Finance, to serve
to June 30, 1957.


Ralph S. Roberts
Administrative Assistant Secretary

August 1955

MEMORANDUM FOR THE SECRETARY, SUPPLEMENT 1

Department of Agriculture Wildlife Service Committee

In establishing the Department's Wildlife Service Committee it was stipulated that agency representation would be rotated and each year three new individuals would be appointed to serve for a period of two years.

Accordingly, the Committee, which acts as an advisory group in administering the Department's Wildlife Service and takes or recommends appropriate action on cash awards over \$500, is reconstituted as follows:

Director of Personnel, Chairman

Carl A. Bretts, Federal Crop Insurance Corporation, to serve to June 30, 1958

Clare Hancock, Forest Service, to serve to June 30, 1959

Henry G. Harrell, Agricultural Marketing Service, to serve to June 30, 1958

John Robinson, Federal Extension Service, to serve to June 30, 1957

Fred Starn, Rural Electrification Administration, to serve to June 30, 1957

J. C. Wheeler, Office of Budget and Finance, to serve to June 30, 1957.

[Handwritten signature]
Special Agent in Charge
Bureau of Wildlife Management

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 5, 1957

MEMORANDUM NO. 1379, SUPPLEMENT *1, Rev.*

Department of Agriculture Employee Awards Committee

Effective July 1, 1957, the Department's Employee Awards Committee is reconstituted as follows:

Ernest C. Betts, Jr., Office of Personnel, Chairman

Carl A. Fretts, Federal Crop Insurance Corporation,
to serve to June 30, 1958

Clare Hendee, Forest Service,
to serve to June 30, 1958

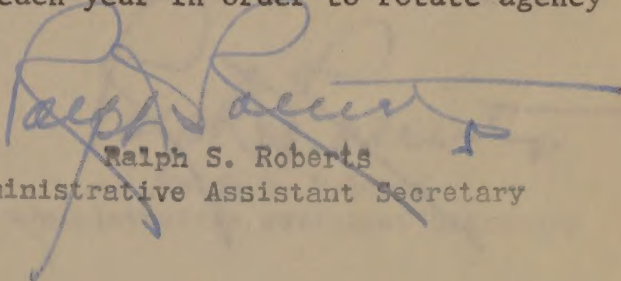
Henry G. Herrell, Agricultural Marketing Service,
to serve to June 30, 1958

Malcolm H. Holliday, Jr., Farmers Home Administration,
to serve to June 30, 1959

William A. Minor, Foreign Agricultural Service,
to serve to June 30, 1959

R. Lyle Webster, Office of Information,
to serve to June 30, 1959

This procedure is in conformance with our policy of making three new appointments to the Committee each year in order to rotate agency representation.


Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 1, 1957

MEMORANDUM NO. 1319, SUPPLEMENT 1

Department of Agriculture Employees Awards Committee

Effective July 1, 1957, the Department's Employees Awards Committee is reconstituted as follows:

Ernest C. Becker, Jr., Office of Personnel, Chairman

Carl A. Bretts, Federal Crop Insurance Corporation,
to serve to June 30, 1958

Clare Hendee, Forest Service,
to serve to June 30, 1958

Henry C. Hertel, Agricultural Marketing Service,
to serve to June 30, 1958

Malcolm H. Holliday, Jr., Farmers Home Administration,
to serve to June 30, 1958

William A. Minor, Foreign Agricultural Service,
to serve to June 30, 1958

R. Kyle Webster, Office of Information,
to serve to June 30, 1958

This procedure is in conformance with our policy of making three new appointments to the Committee each year in order to rotate agency representation.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 8, 1959

MEMORANDUM NO. 1379, SUPPLEMENT 1, REVISED

Department of Agriculture Employee Awards Committee

Effective July 1, 1959, the Department's Employee Awards Committee is reconstituted as follows:

Ernest C. Betts, Jr., Office of Personnel, Chairman

Daniel A. Currie, Commodity Exchange Authority,
to serve to June 30, 1960

Ralph F. Koebel, Office of the General Counsel,
to serve to June 30, 1960

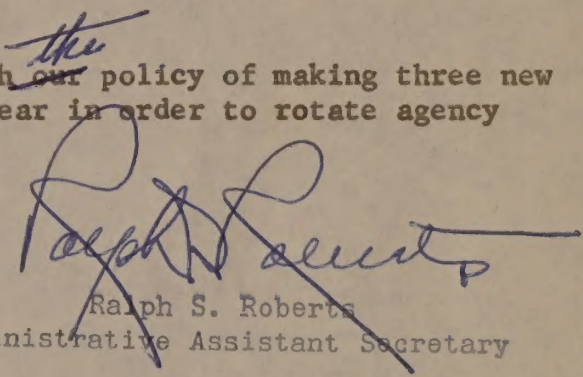
Frank R. McGregor, Commodity Stabilization Service,
to serve to June 30, 1961

Foster E. Mohrhardt, Library,
to serve to June 30, 1961

Fred G. Ritchie, Agricultural Conservation Program Service,
to serve to June 30, 1961

Frank H. Spencer, Agricultural Research Service,
to serve to June 30, 1960

RR This procedure is in conformance with ^{the} our policy of making three new appointments to the Committee each year in order to rotate agency representation.


Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 8, 1952

MEMORANDUM NO. 1372, SUPPLEMENT I, REVISED

Department of Agriculture Employee Awards Committee

Effective July 1, 1952, the Department's Employee Awards Committee is reconstituted as follows:

Ernest C. Bates, Jr., Office of Personnel, Chairman

Daniel A. Curtis, Commodity Exchange Authority,
to serve to June 30, 1950

Ralph F. Koebel, Office of the General Counsel,
to serve to June 30, 1950

Frank R. McGregor, Commodity Stabilization Service,
to serve to June 30, 1951

Forster E. Mohrhardt, Library,
to serve to June 30, 1951

Fred C. Ritchie, Agricultural Conservation Program Service,
to serve to June 30, 1951

Frank H. Spencer, Agricultural Research Service,
to serve to June 30, 1950

This procedure is in conformance with the policy of making three new appointments to the Committee each year in order to rotate agency representation.

Forster E. Mohrhardt
Administrative Assistant

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 21, 1958

MEMORANDUM NO. 1379, SUPPLEMENT 1, REVISED

Department of Agriculture Employee Awards Committee

Effective July 1, 1958, the Department's Employee Awards Committee is reconstituted as follows:

Ernest C. Betts, Jr., Office of Personnel, Chairman

Daniel A. Currie, Commodity Exchange Authority,
to serve to June 30, 1960

Malcolm H. Holliday, Jr., Farmers Home Administration,
to serve to June 30, 1959

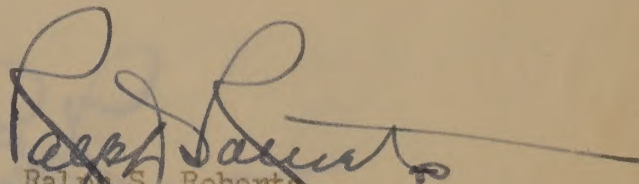
Ralph F. Koebel, Office of the General Counsel,
to serve to June 30, 1960

William A. Minor, Foreign Agricultural Service,
to serve to June 30, 1959

Frank H. Spencer, Agricultural Research Service,
to serve to June 30, 1960

R. Lyle Webster, Office of Information,
to serve to June 30, 1959

This procedure is in conformance with our policy of making three new appointments to the Committee each year in order to rotate agency representation.


Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 21, 1951

MEMORANDUM NO. 1370, SUPPLEMENT 1, REVISED

Department of Agriculture Employees Award Committee

Effective July 1, 1951, the Department's Employees Award Committee is reconstituted as follows:

Ernest G. Bates, Jr., Director of Personnel, Chairman

Frank A. Carter, Commodity Exchange Authority,
to serve to June 30, 1952

Isidore H. Goldfarb, Jr., Farmers Home Administration,
to serve to June 30, 1952

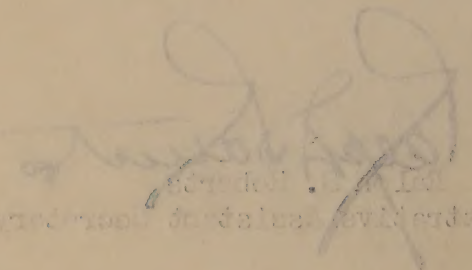
Ralph T. Kuebel, Office of the General Counsel,
to serve to June 30, 1952

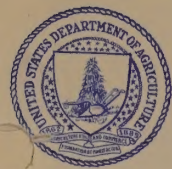
William A. Minor, Federal Agricultural Service,
to serve to June 30, 1952

Frank A. Spencer, Agricultural Research Service,
to serve to June 30, 1952

H. Lyle Webster, Office of Information,
to serve to June 30, 1952

This procedure is in conformance with our policy of making these new appointments to the Committee each year in order to reflect agency representation.


Ralph T. Kuebel
Acting Director, Office of Information



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 6, 1960

FILED

JUL 6 1960
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

MEMORANDUM NO. 1379, SUPPLEMENT 1, REVISED

Department of Agriculture Employee Awards Committee

Effective July 1, 1960, the Department's Employee Awards Committee is reconstituted as follows:

Ernest C. Betts, Jr., Office of Personnel, Chairman

Robert T. Beall, Rural Electrification Administration,
to serve to June 30, 1962

Joseph G. Knapp, Farmer Cooperative Service,
to serve to June 30, 1962

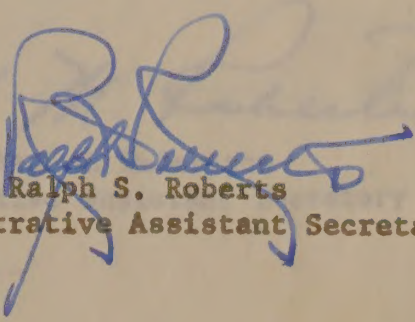
Andrew J. Mair, Commodity Stabilization Service,
to serve to June 30, 1962

Foster E. Mohrhardt, Library,
to serve to June 30, 1961

Fred G. Ritchie, Agricultural Conservation Program Service,
to serve to June 30, 1961

William R. Van Dersal, Soil Conservation Service,
to serve to June 30, 1961

This procedure is in conformance with the policy of making three new appointments to the Committee each year in order to rotate agency representation.


Ralph S. Roberts

Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 6, 1960

FILE
JUL 8 1960
PLEASE RETURN
SECRETARY'S RECORD
U.S.D.A.

MEMORANDUM NO. 1375, SUPPLEMENT I, REVISED
Department of Agriculture Employee Awards Committee

Effective July 1, 1960, the Department's Employee Awards Committee is reconstituted as follows:

- Ernest G. Bates, Jr., Office of Personnel, Chairman
- Robert T. Beall, Rural Electrification Administration,
to serve to June 30, 1962
- Joseph G. Knapp, Farmer Cooperative Service,
to serve to June 30, 1961
- Andrew J. Hall, Commodity Stabilization Service,
to serve to June 30, 1962
- Forster E. Mohrhardt, Library,
to serve to June 30, 1961
- Fred C. Altschle, Agricultural Conservation Program Service,
to serve to June 30, 1961
- William E. Van Dersel, Soil Conservation Service,
to serve to June 30, 1961

This procedure is in conformance with the policy of making three new appointments to the Committee each year in order to rotate agency representation.

[Signature]
Assistant Secretary

DEPARTMENT OF AGRICULTURE
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 7, 1961

MEMORANDUM NO. 1379, SUPPLEMENT 1, REVISED

Department of Agriculture Employee Awards Committee

Effective July 1, 1961, the Department's Employee Awards Committee is reconstituted as follows:

Carl B. Barnes, Office of Personnel, Chairman

Robert P. Beach, Agricultural Stabilization and Conservation Service,
to serve to June 30, 1963

Howard Bertsch, Farmers Home Administration,
to serve to June 30, 1963

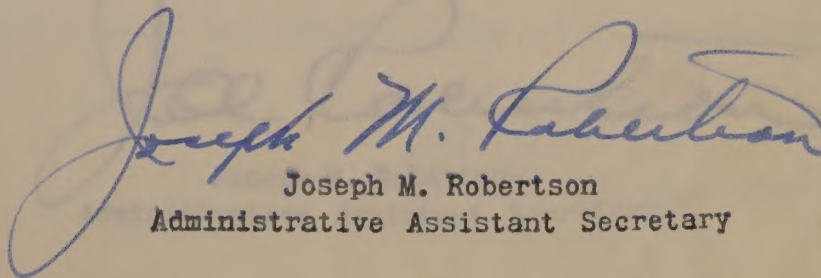
M. R. Clarkson, Agricultural Research Service,
to serve to June 30, 1963

V. L. Harper, Forest Service,
to serve to June 30, 1963

Robert T. Beall, Rural Electrification Administration,
to serve to June 30, 1962

Joseph G. Knapp, Farmer Cooperative Service,
to serve to June 30, 1962

This procedure is in conformance with the policy of making new appointments to the Committee each year in order to rotate agency representation.


Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 7, 1961

MEMORANDUM NO. 1379, SUPPLEMENT 1, REVISED

Department of Agriculture Employee Awards Committee

Effective July 1, 1961, the Department's Employee Awards Committee is reconstituted as follows:

Carl E. Barnes, Office of Personnel, Chairman

Robert P. Beach, Agricultural Stabilization and Conservation Service,
to serve to June 30, 1963

Howard Bettsch, Farmers Home Administration,
to serve to June 30, 1963

M. R. Clarkson, Agricultural Research Service,
to serve to June 30, 1963

V. L. Harper, Forest Service,
to serve to June 30, 1963

Robert T. Beall, Rural Electrification Administration,
to serve to June 30, 1963

Joseph G. Knapp, Farmer Cooperative Service,
to serve to June 30, 1963

This procedure is in conformance with the policy of making new appointments to the Committee each year in order to rotate agency representation.

Joseph M. Robertson
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

August 13 1962

SECRETARY'S MEMORANDUM NO. 1379
SUPPLEMENT 1, REVISED

Department of Agriculture Employee Awards Committee

Effective July 1, 1962, the Department's Employee Awards Committee is reconstituted as follows:

Carl B. Barnes, Director of Personnel, Chairman

Raymond A. Ioanes, Administrator, Foreign Agricultural Service,
to serve to June 30, 1964

Dorothy H. Jacobson, Assistant to the Secretary,
to serve to June 30, 1964

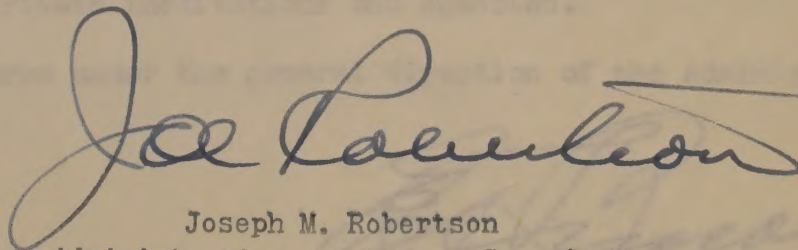
Robert P. Beach, Deputy Administrator, Management,
Agricultural Stabilization and Conservation Service,
to serve to June 30, 1963

Howard Bertsch, Administrator, Farmers Home Administration,
to serve to June 30, 1963

M. R. Clarkson, Associate Administrator, Agricultural Research Service,
to serve to June 30, 1963

V. L. Harper, Assistant Chief, Forest Service,
to serve to June 30, 1963

This procedure is in conformance with the policy of making new appointments to the Committee each year in order to rotate agency representation.


Joseph M. Robertson
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

August 13 1963



SECRETARY'S MEMORANDUM NO. 1379
SUPPLEMENT 1, REVISED

Department of Agriculture Employee Awards Committee

Effective July 1, 1963, the Department's Employee Awards Committee is reconstituted as follows:

Carl B. Barnes, Director of Personnel, Chairman

Raymond A. Jones, Administrator, Foreign Agricultural Service,
to serve to June 30, 1964

Dorothy H. Jacobson, Assistant to the Secretary,
to serve to June 30, 1964

Robert P. Besch, Deputy Administrator, Management,
Agricultural Stabilization and Conservation Service,
to serve to June 30, 1963

Howard Besch, Administrator, Farmers Home Administration,
to serve to June 30, 1963

M. R. Clarkson, Associate Administrator, Agricultural Research Service,
to serve to June 30, 1963

V. L. Harper, Assistant Chief, Forest Service,
to serve to June 30, 1963

This procedure is in conformance with the policy of making new appointments to the Committee each year in order to rotate agency representation.

Joseph M. Robertson
Administrative Assistant Secretary





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 1 1955

NO. 1380

MEMORANDUM FOR HEADS OF AGENCIES

U. S. Department of Agriculture's Long-Range Building Needs

It is deemed desirable to appoint a committee to study the long-range building needs of the Department. The functions of the committee generally will include:

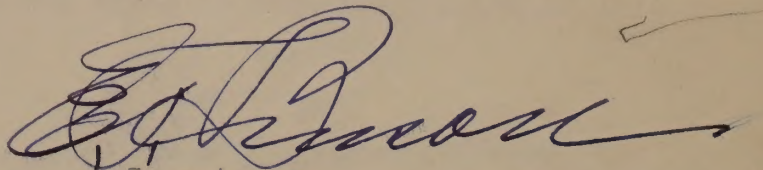
1. Review of existing and foreseeable needs for new buildings, and alteration or repair of existing buildings, and development of recommendations for establishing priority of budgetary requests for financing such needs.
2. Preparation of standards to assist in selecting the location and type of Department buildings for both individual and multi-agency use.
3. Serving in an advisory capacity on Agriculture's space requirements and needs to be included by the General Services Administration in the Lease-Purchase Program, Public Law 519, 83rd Congress.

The membership of the committee is:

Frank H. Spencer, Agricultural Research Service
W. S. Swingler, Forest Service
Henry G. Herrell, Agricultural Marketing Service
John L. Wells, Office of Budget and Finance
F. R. Mangham, Chairman, Office of Plant and Operations

The committee, at its discretion, may call upon Agricultural personnel, either in Washington or in the field, to provide special skills from both management and program viewpoints. Also, upon approval by the Administrative Assistant Secretary, specialized assistance may be obtained from private or other sources outside USDA. In its work, the committee will give full consideration to the Department's cooperative working relationships with the Land-Grant Colleges and other public or private institutions and agencies.

The committee will serve under the general direction of the Administrative Assistant Secretary.


Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



June 1 1935

No. 1380

MEMORANDUM FOR THE SECRETARY

1. Department of Agriculture's Long-Range Building Needs

It is deemed desirable to appoint a committee to study the long-range building needs of the Department. The functions of the committee generally will include:

1. Review of existing and foreseeable needs for new buildings, and alteration or repair of existing buildings, and development of recommendations for establishing priority of building requests for financing such needs.
2. Preparation of standards to assist in selecting the location and type of Government buildings for both individual and multi-agency use.
3. Service in an advisory capacity on Government's space program and needs to be included by the General Services Administration in the lease-purchase program, Public Law 49, 491, 491a.

The membership of the committee is:

Director, Agricultural Research Service
Mr. E. C. Hughes, Forest Service
Mr. J. H. Brown, Agricultural Marketing Service
John A. Wells, Office of Budget and Finance
I. H. Rogers, Chairman, Office of Plant and Operations

The committee, at the discretion, may call upon Agricultural personnel, either in Washington or in the field, to provide special skills from both Government and private viewpoints. Also, upon approval by the Administrative Assistant Secretary, special assistants may be obtained from private or other sources outside GSA. In its work, the committee will give full consideration to the Department's cooperative working relationships with the Land-Grant Colleges and other public or private institutions and agencies.

The committee will serve under the general direction of the Administrative Assistant Secretary.

Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

September 14, 1955

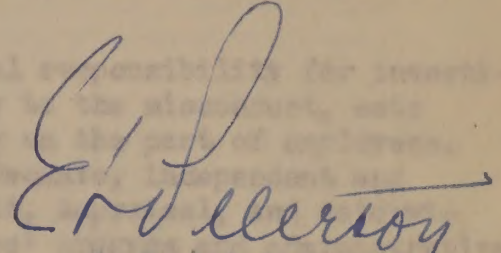
Transfer of Functions Relating to the Conduct of
Personnel Investigations

MEMORANDUM NO. 1380, SUPPLEMENT 1

U. S. Department of Agriculture's Long-Range
Building Needs

The membership of the committee established by Secretary's Memorandum No. 1380, dated June 1, 1955, to study the long-range building needs of the Department, is revised as follows:

Frank H. Spencer, Agricultural Research Service
Clare Hendee, Forest Service
Henry G. Herrell, Agricultural Marketing Service
John L. Wells, Office of Budget and Finance
F. R. Mangham, Chairman, Office of Plant and Operations



E. L. Peterson
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
September 1938

MEMORANDUM NO. 1380, SUPPLEMENT 1

U. S. Department of Agriculture's Long-Range
Building Needs

The membership of the committee established by Secretary's
Memorandum No. 1380, dated June 1, 1935, to study the long-
range building needs of the Department, is revised as follows:

Frank H. Spencer, Agricultural Research Service
Glenn Hendon, Forest Service
Henry G. Herrick, Agricultural Marketing Service
John L. Wells, Office of Budget and Finance
V. R. Mangham, Chairman, Office of Plant and Operations

W. L. Peterson
W. L. Peterson
Assistant Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

June 1 1955

MEMORANDUM NO. 1381

Transfer of Functions Relating to the Conduct of
Personnel Investigations

Pursuant to the authority vested in the Secretary of Agriculture by Section 161, Revised Statutes, (5 U.S.C. 22) and Reorganization Plan No. 2, 1953, functions relating to the conduct of personnel investigations are hereby transferred, effective July 1, 1955, from the respective agencies of the Department where such work is presently being performed to the Office of the Secretary to be performed under the direction of the Director of Personnel.

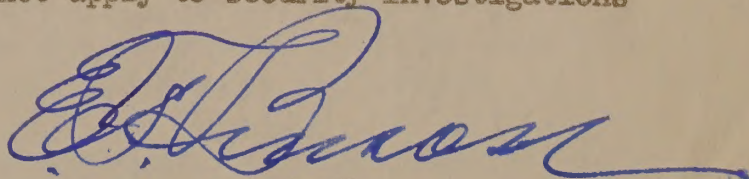
All employees now performing the functions affected by this memorandum shall continue to perform such functions and to exercise in connection therewith existing delegations until directed otherwise pursuant to the authority of this memorandum.

The personnel, property, records, funds, and functions to be transferred by this memorandum shall be agreed upon by the respective agency heads and the Director of Personnel and approved by the Administrative Assistant Secretary.

The Director of Personnel shall have general responsibility for investigations in the Department relating directly to the misconduct, acts of impropriety, or other alleged wrongdoing on the part of employees. In those agencies which have established adequate, independent and continuing activities for the internal audit, appraisal, and determination of compliance, of all of the agencies' program and administrative operations and responsibilities, the agency staffs will continue to investigate the personnel aspects of any case where the primary emphasis and purpose of the investigation is immediately related to program operations.

The agencies of the Department shall continue to evaluate the investigative reports, and take such disciplinary actions under their delegated authority as they think advisable or make their recommendations for such actions to the Director of Personnel.

The provisions of this memorandum do not apply to security investigations under Executive Order 10450.


Secretary

ORGANIZATION 1 (Personnel)

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

June 1 1935

MEMORANDUM NO. 1371

Transfer of Functions Relating to the Control of
Personal Investigations

Pursuant to the authority vested in the Secretary of Agriculture by Section 151, Revised Statutes, (5 U.S.C. 92) and Executive Order No. 2, 1935, functions relating to the control of personal investigations are hereby transferred, effective July 1, 1935, from the respective agencies of the Department where such work is presently being performed to the office of the Secretary to be performed under the direction of the Director of Personnel.

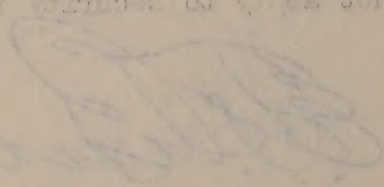
All employees now performing the functions affected by this reorganization shall continue to perform such functions and to exercise the authority therewith existing delegations until directed otherwise pursuant to the authority of this memorandum.

The personnel, property, records, funds, and functions to be transferred by this memorandum shall be turned over to the respective agency heads and the Director of Personnel and approved by the Administrative Assistant Secretary.

The Director of Personnel shall have general responsibility for investigations in the Department relating directly to the misconduct, acts of insubordination, or other alleged wrongdoing on the part of employees. In those agencies which have established separate, independent and confidential activities for the investigation, discipline, and control of employees, of all of the agencies of the Department and administrative action of discipline, the agency shall still continue to investigate the personnel records of any case where the primary cause and purpose of the investigation is immediately related to management operations.

The agencies of the Department shall continue to evaluate the investigations, give reports, and take such disciplinary actions as they deem proper, and authority as they think advisable on their responsibility for such actions to the Director of Personnel.

The provisions of this memorandum do not apply to security investigations under Executive Order 11652.





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 8 1955

MEMORANDUM NO. 1382

Statement of Policy Relative to Conduct of Meetings of
Advisory Committees

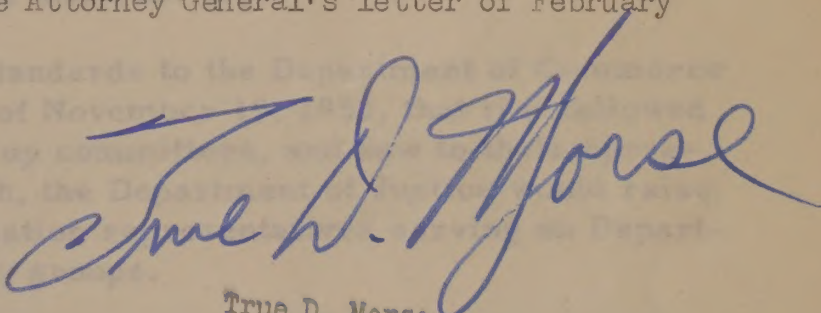
Questions arise from time to time as to the proper recording of the proceedings at meetings of the various committees that assist the Department in its work. These include committees established administratively as well as those set up pursuant to express statutory authorizations.

Considerations of both law and policy make desirable the development of a statement of criteria or standards governing the maintenance of minutes of these meetings. This has been done and a copy is attached.

This statement should be furnished to all persons concerned with meetings of advisory committees and groups, including the committee members or consultants themselves.

Your attention is also directed again to the standards suggested by the Attorney General for conduct of advisory committees in respect to the anti-trust laws. A copy of the Attorney General's letter of February 16, 1955, is attached.

Attachments


True D. Morse
Acting Secretary

COMMITTEES

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 1932

CONFIDENTIAL

Statement of Policy Relative to Control of Weeds in
Adjoining Countries

Consideration of this problem from time to time as to the proper treatment of the
various weeds of the various countries that result in
important in its work. Some insects come from the United States
relatively as well as those that are introduced to various countries
and countries.

Consideration of this problem from time to time as to the proper treatment of the
various weeds of the various countries that result in
important in its work. Some insects come from the United States
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Consideration of this problem from time to time as to the proper treatment of the
various weeds of the various countries that result in
important in its work. Some insects come from the United States
relatively as well as those that are introduced to various countries
and countries.

Charles H. Jones
The Director
Bureau of Plant Industry

Approved

DEPARTMENT OF JUSTICE

The Department of Justice today made public the following letter:

February 16, 1955

Honorable Emanuel Celler
House of Representatives
Washington 25, D. C.

Dear Congressman Celler:

In order that there will be no misunderstanding of my testimony this morning before the Subcommittee of the Committee on the Judiciary of the House, I believe it necessary to request that the following statement be added to my testimony:

"I was asked about a specific document recently issued by the Department of Commerce. I advised the Subcommittee I had not seen the document. I stated it was of general concern to the Antitrust Division whenever trade association executives sat on Advisory boards of Government Departments and Agencies, since all advisory boards present antitrust problems. The Department of Justice has recommended, therefore, certain precautionary standards to guide advisory board operations so as to minimize the possibility of violation of antitrust laws.

"We suggested these standards to the Department of Commerce and advised them by letter of November 19, 1953, that if it followed these safeguards in setting up committees, and saw to their operation in accordance therewith, the Department of Justice would raise no objection to trade association representatives serving on Department of Commerce advisory groups.

"These precautionary safeguards are as follows:

"1. There should be statutory authority for the employment of such committees or an administrative finding that it is necessary to utilize such committees to perform certain statutory duties.

"2. The agenda for such committees and their meetings should be initiated and formulated by the Government.

"3. The meetings to be held should be at the call of and under the chairmanship of full-time government officials.

"4. Full and complete minutes of each meeting should be kept.

"5. The functions of such committees should be purely advisory and any determinations of action to be taken should be made solely by government representatives.

"The Department of Justice has no reason to believe that the Department of Commerce is not operating within these safeguards."

With kind regards, I remain,

Sincerely yours,

/s/ STANLEY N. BARNES

Stanley N. Barnes
Assistant Attorney General



DEPARTMENT OF AGRICULTURE

WASHINGTON

July 21 1955

SECRETARY'S MEMORANDUM NO. 1383

Inclusion of Fair Employment Practices Clause In Research Contracts and Certain Cooperative Agreements.

The President's Committee on Government Contracts, on June 23, 1955, advised this Department that we must include the nondiscrimination provision established by Executive Order 10557 (supplementing Executive Order 10479), in all contracts entered into pursuant to the authority of the Research and Marketing Act and in certain cooperative agreements.

The ruling states as follows:

"The Department of Justice has advised that agricultural research contracts and those cooperative agreements in which each institution or other agency is working under a separate contract and participates in a joint project are contracts within the purview of Executive Order 10479 and, therefore, such contracts should include the nondiscrimination clause. However, in those instances where the Department of Agriculture enters into an agreement not by contract, but by an informal memorandum of understanding, the Justice Department informs us that such agreements are outside the scope of the Executive Order and the nondiscrimination clause need not be included.

"This matter was taken up at the Committee meeting on June 21 and it was unanimously determined that those research and cooperative agreements which the Department of Justice had determined to be bona fide contracts and within the purview of Executive Order 10479, should include the nondiscrimination clause and that no blanket exemptions should be granted.

"The Committee further concluded that in those agreements which were determined by the Department of Justice to be memorandums of understanding and hence not within the purview of Executive Order 10479, need not be required to include the nondiscrimination clause."

As is stated in Title 5 of the Administrative Regulations, Par. 348b, it is the policy of this Department to take effective measures to assure compliance with Executive Order 10479 and to give full cooperation to the President's Committee on Government Contracts in its efforts to carry out the intent of the Order.

EQUIP. & SUPPLIES |

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 1933



MEMORANDUM FOR THE SECRETARY

Inclusion of Fair Employment Practices Clause
in Research Contracts and Certain Cooperative Agreements.

The President's Committee on Government Contracts, on June 23, 1932, advised this Department that we must include the nondiscrimination provision established by Executive Order 10479 (supplementing Executive Order 10478), in all contracts entered into pursuant to the authority of the Research and Marketing Act and in certain cooperative agreements.

The ruling states as follows:

"The Department of Justice has advised that agricultural research contracts and those cooperative agreements in which each institution or other agency is working under a separate contract and participates in a joint project are contracts within the purview of Executive Order 10479 and, therefore, such contracts should include the nondiscrimination clause. However, in those instances where the Department of Agriculture enters into an agreement not by contract, but by an informal memorandum of understanding, the Justice Department informs us that such agreements are outside the scope of the Executive Order and the nondiscrimination clause need not be included.

"This matter was taken up at the Committee meeting on June 21 and it was unanimously determined that those research and cooperative agreements which the Department of Justice had determined to be done under the contract and within the purview of Executive Order 10479, should include the nondiscrimination clause and that no blanket exemptions should be granted.

"The Committee further concluded that in those agreements which were determined by the Department of Justice to be memorandums of understanding and hence not within the purview of Executive Order 10479, need not be required to include the nondiscrimination clause."

As is stated in Title 5 of the Administrative Regulations, Part 3480, it is the policy of this Department to take effective measures to assure compliance with Executive Order 10479 and to give full cooperation to the President's Committee on Government Contracts in its efforts to carry out the intent of the Order.

Accordingly, and effective immediately, all agencies shall include the nondiscrimination provisions of Executive Order 10557 in all contracts entered into under the authority contained in the Research and Marketing Act, and in those cooperative agreements to which the clause applies as indicated below. It will not be necessary to renegotiate existing contracts. Options to renew should be exercised, but in such cases an effort should be made to obtain the contractor's agreement to the inclusion of the clause.

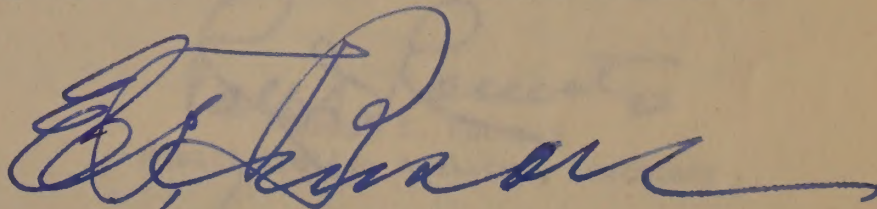
The ruling is interpreted in the case of cooperative agreements, to require the inclusion of the clause in all cooperative agreements in which the obligation is contractual in fact. This would seem to include documents in which the parties bind themselves to the production of a result and in which there is an interchange of consideration comparable to that involved in normal contracting.

Whether an agreement is contractual will depend in the first instance on the intention of the parties. This intention may be evidenced affirmatively or negatively by the completeness of the obligation of the parties; the mutuality of the obligation; the specificity of or lack of specificity of the undertaking; the formality of the document; the nature of the undertaking; and similar factors evidencing an intention to be bound or not to be bound. The title of the agreement would ordinarily not be significant.

Cash consideration will be an important element in determining whether an agreement is contractual or mutual; however, even though funds are paid to the cooperator by the Department, if the nature of the undertaking on the part of the cooperator is not specific, a contractual obligation would not appear to be present. The customary agreements whereby the Department and the cooperator work together, each supplying a share of the personnel, and similar facilities toward the solution of a common problem are not to be regarded as contracts.

The distinction between cooperative agreements and memoranda of understanding used in some agencies, depending on whether the document constitutes a fiscal document, is not controlling in every case, although the memorandum of understanding in most cases would not be a contract. Cooperative agreements under this definition may or may not be covered by the Executive Order.

Agencies should work closely with the Office of the General Counsel in resolving doubtful cases.

A large, stylized handwritten signature in blue ink, likely belonging to the Secretary, is written over the signature line.

Secretary

Accordingly, and effective immediately, all agencies shall include the nondiscrimination provisions of Executive Order 10557 in all contracts entered into under the authority contained in the Research and Marketing Act, and in those cooperative agreements to which the clause applies as indicated below. It will not be necessary to renegotiate existing contracts. Options to renew should be exercised, but in such cases an effort should be made to obtain the contractor's agreement to the inclusion of the clause.

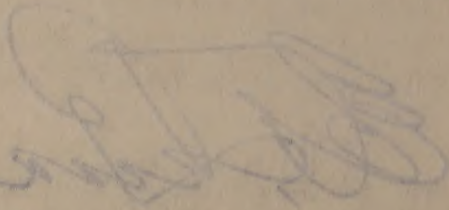
The ruling is interpreted in the case of cooperative agreements, to require the inclusion of the clause in all cooperative agreements in which the obligation is contractual in fact. This would seem to include those cases in which the parties bind themselves to the production of a result and in which there is an interchange of consideration comparable to that involved in normal contracting.

Whether an agreement is contractual will depend in the first instance on the intention of the parties. This intention may be evidenced affirmatively or negatively by the completeness of the obligation of the parties; the mutuality of the obligation; the specificity of or lack of specificity of the undertaking; the formality of the document; the nature of the undertaking; and similar factors evidencing an intention to be bound or not to be bound. The title of the agreement would ordinarily not be significant.

Cash consideration will be an important element in determining whether an agreement is contractual or mutual; however, even though funds are paid to the contractor by the Government, if the nature of the undertaking on the part of the contractor is not specific, a contractual obligation would not appear to be present. The customary agreements whereby the Government and the contractor work together, each supplying a share of the personnel, and similar facilities toward the solution of a common problem are not to be regarded as contracts.

The distinction between cooperative agreements and memoranda of understanding used in some agencies, depending on whether the document constitutes a fiscal document, is not controlling in every case, although the memorandum of understanding in most cases would not be a contract. Cooperative agreements under this definition may or may not be covered by the Executive Order.

Agencies should work closely with the Office of the General Counsel in resolving doubtful cases.





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 20 1955

MEMORANDUM NO. 1384

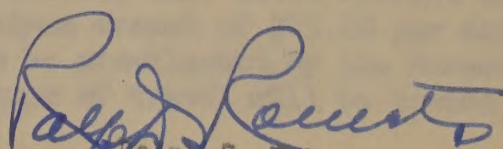
Clearance of Reproduction Work

Analysis of recent reports by the Department to the Joint Committee on Printing indicates that increased clearance of material for processing is necessary to carry out Government policies for efficient, economical printing and processing. Adequate reviews of publications are now being made under Office of Information Memorandum No. 15 of April 7, 1954, but comparable reviews are not being made of other processed materials.

To effect complete departmental review, without serious disruption to agency programs, agencies in the Washington area shall clear with the Office of Information all proposals to secure processing of jobs containing 25,000 or more production units. The Office of Plant and Operations will accept orders for 25,000 units or more only after approval by the Office of Information.

Multilithing and mimeographing in approved plants are considered to be printing under the definition in the Government Printing and Binding Regulations. All officers and employees of the Department concerned with printing are expected to use the most efficient and economical methods and facilities consistent with time requirements and the nature of the job to be done.

The provisions of this memorandum are effective immediately.


Ralph S. Roberts
Administrative Assistant Secretary

ORGANIZATION 1 (Info.)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



10-10-34

MEMORANDUM NO. 100

Clearance of Reproduction Work

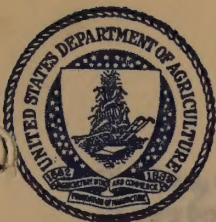
Analysis of recent reports by the Department to the Joint Committee on Printing indicated that increased clearance of material for processing is necessary to carry out Government policies for efficient, economical printing and processing. Adequate review of publications are now being made under Office of Information Memorandum No. 15 of April 7, 1934, but comparable reviews are not being made of other processed materials.

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Nothing and misrepresenting in approved plans are considered to be printing under the definition in the Government Printing and Binding Regulations. All officers and employees of the Department concerned with printing are expected to use the most efficient and economical methods and facilities consistent with the regulations and the nature of the job to be done.

The provisions of this memorandum are effective immediately.

[Handwritten signature and initials]



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

MEMORANDUM NO. 1385

Departmental Policy on Per Diem and Mileage Allowances

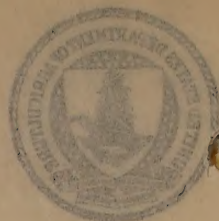
1. PURPOSE. Public Law 189, approved July 28, 1955, amends Sections 3 and 4 of the Travel Expense Act of 1949 (5 U.S.C. 836, 837) and Section 5 of the Administrative Expenses Act of 1946 (5 U.S.C. 73b-2) by increasing the maximum allowances payable for per diem and mileage expense incurred in performing official travel, and provides that in unusual circumstances actual expenses may be authorized in an amount not to exceed \$25.00 for each day in travel status. This memorandum, in accordance with 5 U.S.C. 836, prescribes rates for per diem and mileage allowances to be authorized in the Department and calls for submission to the Office of Budget and Finance of statements indicating the rates established by agency heads in their respective agencies.

2. PER DIEM RATES. a. Approved Rates. Within the maximum rate of \$12.00 per day established by Public Law 189 for civilian officers and employees of the Government, agencies of the Department will adhere to the schedule of rates shown below for travel within the continental United States. The variations provide a graduated scale to permit authorization of per diem rates adequate to meet necessary expenses, depending on the type of travel involved, the length of time spent at individual duty stations, or other factors. It has been emphasized to the Congress that the Department is administering a sound and economical program of travel, which is reflected in average per diem costs well below the maximum rate. This is to be expected in view of the fact that much of the Department's travel is in rural areas and small towns where costs are generally lower than in urban areas. Agency rates, accordingly, should be established for different categories of travel in conformity with the revised schedule of rates below, which supersedes the schedule listed in 7 AR 550a(1)(b):

\$1.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$8.00	\$10.00	\$12.00
1.60	2.60	3.60	4.60	5.60	7.00	9.00	11.00	

b. Actual Expense Basis. In unusual circumstances of travel by Department employees, within the continental United States, that would warrant authorization of actual expenses within the maximum amount of \$25.00 per day, the Department must conform to regulations to be promulgated by the Bureau of the Budget. Instructions covering this type of travel will be issued as soon as practicable.

c. Travel of Persons Serving Without Compensation. As authorized by Public Law 189, per diem allowances for persons serving without compensation (with or without appointment) or serving at \$1.00 per annum, may be increased to a maximum of \$15.00 per day within the continental United



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

July 28, 1932

MEMORANDUM NO. 1382

Departmental Policy on Per Diem and Mileage Allowances

1. PURPOSE. Public Law 189, approved July 28, 1932, amends Sections 3 and 4 of the Travel Expense Act of 1949 (5 U.S.C. 836, 837) and Section 2 of the Administrative Expenses Act of 1946 (5 U.S.C. 730-2) by increasing the maximum allowances payable for per diem and mileage expenses incurred in performing official travel, and provides that in unusual circumstances actual expenses may be authorized in an amount not to exceed \$25.00 for each day in travel status. This memorandum, in accordance with 5 U.S.C. 836, prescribes rates for per diem and mileage allowances to be authorized in the Department and calls for submission to the Office of Budget and Finance of statements indicating the rates established by agency heads in their respective agencies.

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c. Travel of Persons Serving Without Compensation. As authorized by Public Law 189, per diem allowances for persons serving without compensation (with or without appointment) or serving at \$1.00 per annum, may be increased to a maximum of \$12.00 per day within the continental United

States, and beyond such limits, not to exceed the rates established by the Director of the Bureau of the Budget. Individuals in this category, covered by the provisions of the Administrative Expenses Act of 1946 (5 U.S.C. 73b-2), may in unusual circumstances be authorized to travel on an actual expense basis within the maximum amount of \$25.00 per day, under regulations to be promulgated by the Bureau of the Budget.

3. PER DIEM POLICY CONSIDERATIONS. Increase of the maximum per diem rate from \$9.00 to \$12.00 obviously is intended to afford relief for travelers in circumstances where the former rate of \$9.00 was inadequate to meet the necessary actual subsistence expenses encountered in travel to large cities and high cost areas, or involving other factors that influence subsistence expense. In testimony before the Subcommittee of the House Committee on Government Operations, the Department's position was stated as follows:

"There is a serious need for administrative flexibility to fix equitable and fair travel rates to employees, particularly where travel involves areas where the costs are high and where subsistence costs exceed the \$9.00 maximum. The traveler in those cases is forced at the present time to absorb the difference from personal funds and we estimate that roughly 25 percent of our travel in the Department of Agriculture is in the larger cities or the urban areas where we are either pushing the maximum at the present time or have exceeded it."

Since agencies have had full authority (7 AR 550) to adjust rates equitably in establishing rates lower than the former maximum of \$9.00, a general increase in per diem rates is not expected to be necessary by reason of this legislation. Immediate action should be directed toward the establishment of new rates for those types of travel where subsistence expenses exceed the former maximum of \$9.00. In this connection, it may be helpful to refer to agency evaluations of existing per diem rates made in response to a memorandum of October 15, 1954, "Information on Travel Administration," issued by the Director of Finance. It may be helpful, also, to consider the experience of the Department in recent years, reflecting a gradual increase in the amount of travel authorized at the former maximum rate of \$9.00.

<u>Fiscal year</u>	<u>Average per diem rate</u>	<u>Percentage of days traveled at rates of \$8.01 to \$9.00</u>
1952	\$6.41	13.4%
1953	6.63	16.6%
1954	6.71	20.2%

In establishing per diem rates under the new maximum provided by Public Law 189, amounts in excess of \$9.00 should be authorized only where necessary to meet subsistence expenses, with due regard for economy in expenditures as well as equitable treatment of employees.

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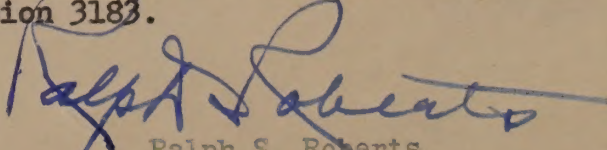
4. APPLICABLE GUIDES AND CRITERIA. Instructions issued by agencies, providing for per diem rates, should include guides and criteria which administrative officials may use in determining the rates of allowances to be authorized. Two copies of such instructions, indicating the full schedule of approved per diem rates adopted in each agency, should be furnished to the Office of Budget and Finance for review, pursuant to 7 AR 550b. Since periodic appraisal of per diem rates is necessary in order to encourage equitable and uniform administration, it is suggested that agency instructions provide for systematic review of reimbursable expenses incurred by travelers. Such a review might involve a general survey for a stated period of time or a sampling of different types of travel. The Department has provided for record-keeping purposes form AD-55, "Memorandum of Travel Expenses", which may be procured from the Central Supply Section, Office of Plant and Operations. Data accumulated in this manner may be useful to the individual traveler in ascertaining the actual reimbursable expense involved in different types of travel. When studies are undertaken to establish appropriate policies and equitable per diem allowances, information of this kind becomes a source of reliable data.

5. MILEAGE ALLOWANCES. a. Automobiles. Although Public Law 189 authorizes a maximum rate of 10 cents a mile, the Department's experience in the use of privately-owned cars, as well as data on the cost of operating Government-owned cars, does not indicate a general need for increasing actual allowances beyond the 7 cents maximum previously in effect. The average of mileage allowances paid in 1954 was 6.6 cents. Until further information is available, based on agency experience and operating data, no rate above 7 cents should be authorized for the use of privately-owned automobiles within the limits of the continental United States. Persons using privately-owned cars outside the limits of the continental United States may be authorized up to 10 cents per mile where circumstances justify such higher rates. Should agency studies indicate a need for rates higher than 7 cents per mile for travel within the continental United States, data in support of a higher rate should be furnished to the Office of Budget and Finance for consideration.

b. Motorcycles. In the absence of information on operating costs on privately-owned motorcycles, for which Public Law 189 establishes a maximum of 6 cents a mile, the Department is retaining the previous rate of 4 cents. Should agency experience and operating data indicate a need to revise this rate, supporting information should be furnished to the Office of Budget and Finance.

c. Airplanes. The maximum rate of 10 cents a mile authorized by Public Law 189 may be allowed for the use of privately-owned planes, such mileage to be determined by multiplying the actual elapsed time in the air by the rated cruising speed of the particular airplane.

6. INQUIRIES. Further implementation of Department policy on per diem and mileage rates will be accomplished through the Office of Budget and Finance. For further information on this subject, agencies may consult the Fiscal Management Staff of that Office, Extension 3183.


Ralph S. Roberts
Administrative Assistant, Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1385 - (correction)

The last sentence of the first paragraph should be corrected to read as follows:

This memorandum, in accordance with 5 U.S.C. 836, prescribes rates for per diem and mileage allowances to be authorized in the Department and calls for submission to the Office of Budget and Finance of statements indicating the rates established by agency heads in their respective agencies.



DEPARTMENT OF AGRICULTURE

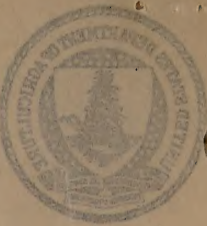
WASHINGTON 25, D. C.

August 29 1955

MEMORANDUM NO. 1385, L-1

Departmental Policy on Allowance of Actual Subsistence Expenses

1. Purpose. Pursuant to Public Law 189, approved July 28, 1955, the Bureau of the Budget has issued amendments to the Standardized Government Travel Regulations which, in part, provide for allowance of actual subsistence expenses on specific travel assignments in exceptional circumstances. Under these regulations, the head of each Department is required to prescribe regulations governing authorization or approval of reimbursement on an actual expense basis, within the maximum amount of \$25.00 allowable for each calendar day or fraction thereof in travel status. This type of reimbursement for subsistence expenses, in lieu of a per diem allowance, represents a material change in the administration of official travel. It is designed to apply to unusual situations where the statutory maximum per diem allowance would be much less than the amount required to meet necessary subsistence expenses. This memorandum sets forth Departmental policy and outlines applicable procedures.
2. Effective Date. Travel performed on and after August 29, 1955, may be reimbursed on the basis of actual subsistence expenses when properly authorized or approved.
3. Types of Travel. Actual subsistence expenses may be authorized or approved only for specific travel assignments, within the continental United States, involving necessary costs much greater than the maximum per diem allowable. Two types of travel assignments conform to this standard.
 - a. Travel involving exceptional circumstances that result in necessary and actual costs which are unusually high. This might occur, for example, when a traveler is obliged to conduct official business where there is no reasonable alternative but to use accommodations that are unusually expensive.
 - b. Travel involving missions and responsibilities that require the traveler to procure superior hotel accommodations for proper representation of the Department and conduct of official business, or which may require other subsistence facilities and services not normally entailed in official travel. The Secretary, Under Secretary, Assistant Secretaries, Director of Agricultural Credit Services, Administrative Assistant Secretary, Executive Assistant to the Secretary, and heads of Department agencies and staff offices often are required to perform this kind of travel. Department representatives who are assigned to travel with members of Congress or Congressional staff members, with Cabinet officers, or in the company of Department officials who travel on an actual expense basis, also would be in this category.



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

MEMORANDUM NO. 1385

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4. Authorization and Approval. a. Individual delegations. The Secretary, Under Secretary, Assistant Secretaries, Director of Agricultural Credit Services, Administrative Assistant Secretary, Executive Assistant to the Secretary, and heads of Department agencies and staff offices are hereby authorized to travel on the basis of actual subsistence expenses, not in excess of \$25.00 for each calendar day or fraction thereof in travel status, when they deem it appropriate.

b. Advance authorization. Authorization to other persons for travel on the basis of actual subsistence expenses should precede each trip and specify the actual expense limitation (i.e. \$25.00 or a lesser specified amount). When such authorization is in conjunction with other travel performed on a per diem basis, the authorization should state a specific place where, or dates when, actual subsistence expenses are allowable. In no event may reimbursement exceed the actual expense limitation authorized.

c. Approval. Post approval of reimbursement for actual subsistence expenses is limited to emergency situations in which prior authorization was not received, or to travel performed on a per diem basis, during the course of which unusual and exceptional circumstances intervened such as to warrant relief to the traveler because actual and necessary subsistence expenses were much greater than the per diem allowance. Post approval may not be extended where subsistence expenses exceed the actual expense limitation specified in a travel authorization.

d. Departmental review. Agency and staff office heads, or those acting in their absence, may recommend reimbursement for actual subsistence expenses either (1) through advance authorization of a stipulated amount not in excess of \$25.00 per day or (2) through post approval under circumstances referred to in paragraph 4c above. Each recommendation from agencies and staff offices for advance authorization or post approval of travel on the basis of actual subsistence expenses, except for the officials designated in paragraph 4a above, shall be referred to the Director of Finance for review and approval; recommendations for officials in the immediate Office of the Secretary, other than those designated in paragraph 4a above, shall be referred to the Executive Assistant to the Secretary for review and approval.

5. Relationship to Per Diem Rates. Public Law 189 and the Budget Bureau regulations limit travel on an actual expense basis to assignments where "the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of a traveler." To comply with this provision, employees of the Department are generally expected to travel on a per diem basis unless prior authorization has been received predicated on actual subsistence expenses which are anticipated to materially exceed the maximum per diem rate allowable.

6. Amount Allowable. Actual subsistence expenses may be authorized or approved for amounts of not more than \$25.00 per calendar day or any fraction thereof while in travel status. Reimbursement shall be limited to the amount of actual subsistence expenses incurred (defined by the Standardized Government Travel

A. Authorization and Approval. a. Individual delegations. The Secretary, Under Secretary, Assistant Secretaries, Director of Agricultural Credit Services, Administrative Assistant Secretary, Executive Assistant to the Secretary, and heads of Department agencies and staff offices are hereby authorized to travel on the basis of actual subsistence expenses, not in excess of \$25.00 for each calendar day or fraction thereof in travel status, when they deem it appropriate.

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e. Relationship to Per Diem Rates. Public Law 199 and the Federal Bureau regulations limit travel on an actual expense basis to circumstances where the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of a traveler. To comply with this provision, employees of the Department are generally expected to travel on a per diem basis unless prior authorization has been received predicated on actual subsistence expenses which are anticipated to materially exceed the maximum per diem rate allowable.

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Regulations as meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bell boys, hotel maids, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, transportation between places of lodging or business and places where meals are taken.) Reimbursement may also be claimed, in addition to actual subsistence expenses, for taxicab expense, special vehicles, fees for excess baggage or checking of baggage, and other incidental expenses allowable under the Standardized Government Travel Regulations. The reimbursement voucher must itemize the amounts spent daily for (a) lodging, (b) meals, (c) all other items properly within the scope of subsistence expenses. Any amount in excess of \$3.00 must be itemized separately and receipts shall be obtained wherever practicable for items costing more than \$3.00 (other than meals and tips). In all cases, receipts must be obtained for lodging.

7. Review of Accounts. Agencies shall provide that voucher examination for reimbursement of subsistence expenses in lieu of per diem include careful administrative review of (a) justification (i.e., the particular type of travel and related circumstances), and (b) the itemized supporting detail to ascertain and certify that claimed expenses are properly subsistence expenses and necessarily incurred.

8. Special Limitations. a. Leave of absence. Leave taken while in travel status should be recorded by the traveler to indicate the date and hour begun and terminated.

b. Deviation from direct route. When there is interruption of travel or deviation from the direct route of travel, for personal convenience or due to leave of absence, the subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route.

c. Non-work days. Subsistence expenses are allowable on non-work days unless (1) a non-work day is preceded and followed by leave of absence, or (2) the period of absence is preceded and followed by non-work days.

When a traveler returns to his official station for non-work days (weekends, for example) his subsistence status changes. When return to official station is voluntary, the reimbursement allowable for travel expenses to and from headquarters and the temporary duty station, and actual subsistence enroute, may not exceed the necessary subsistence expenses otherwise allowable had the employee remained at the temporary duty station. If the traveler is required to return to his official station for non-work days, the full travel and subsistence expense enroute is reimbursable.

9. Review of Established Policy. After the Department has gained experience with travel on the basis of actual subsistence expenses over a period of several months, it is planned to review the policies applicable with a view to possible modification.

Earl L. Butz

Earl L. Butz
Acting Secretary

regulations as meals, lodging, personal use of room during daytime, bath, all fees and tips to waiters, porters, baggage men, hotel maids, telephone calls and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, transportation between places of lodging or business and places where meals are taken. Reimbursement may also be claimed, in addition to actual subsistence expenses, for taxicab expenses, special vehicles, fees for excess baggage or checking of baggage, and other incidental expenses allowable under the Standardized Government Travel Regulations. The reimbursement voucher must itemize the amount spent daily for (a) lodging, (b) meals, (c) all other items properly within the scope of subsistence expenses. Any amount in excess of \$3.00 must be itemized separately and receipts shall be obtained wherever practicable for items costing more than \$3.00 (other than meals and tips). In all cases, receipts must be obtained for lodging.

7. Review of Accounts. Agencies shall provide that voucher examination for reimbursement of subsistence expenses in lieu of per diem include careful administrative review of (a) justification (i.e., the particular type of travel and related circumstances), and (b) the itemized supporting detail to ascertain and certify that claimed expenses are properly subsistence expenses and necessarily incurred.

8. Special Limitations. a. Leave of absence. Leave taken while in travel status should be recorded by the traveler to indicate the date and hour begun and terminated.

b. Deviation from direct route. When there is interruption of travel or deviation from the direct route of travel, for personal convenience or due to leave of absence, the subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route.

c. Non-work days. Subsistence expenses are allowable on non-work days unless (1) a non-work day is preceded and followed by leave of absence, or (2) the period of absence is preceded and followed by non-work days.

When a traveler returns to his official station for non-work days (weekends, for example) his subsistence status changes. When return to official station is voluntary, the reimbursement allowable for travel expenses to and from headquarters and the temporary duty station, and actual subsistence enroute, may not exceed the necessary subsistence expenses otherwise allowable had the employee remained at the temporary duty station. If the traveler is required to return to his official station for non-work days, the full travel and subsistence expense enroute is reimbursable.

9. Review of Established Policy. After the Department has gained experience with travel on the basis of actual subsistence expenses over a period of several months, it is planned to review the policies applicable with a view to possible modification.

Carroll

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

"THIS MEMORANDUM WILL BE
IMPLEMENTED BY AN AMS
NOTICE OR INSTRUCTION".

August 29, 1955

MEMORANDUM NO. 1385, SUPPLEMENT 1

Departmental Policy on Allowance of Actual
Subsistence Expenses

1. Purpose. Pursuant to Public Law 189, approved July 28, 1955, the Bureau of the Budget has issued amendments to the Standardized Government Travel Regulations which, in part, provide for allowance of actual subsistence expenses on specific travel assignments in exceptional circumstances. Under these regulations, the head of each Department is required to prescribe regulations governing authorization or approval of reimbursement on an actual expense basis, within the maximum amount of \$25.00 allowable for each calendar day or fraction thereof in travel status. This type of reimbursement for subsistence expenses, in lieu of a per diem allowance, represents a material change in the administration of official travel. It is designed to apply to unusual situations where the statutory maximum per diem allowance would be much less than the amount required to meet necessary subsistence expenses. This memorandum sets forth Departmental policy and outlines applicable procedures.

2. Effective Date. Travel performed on and after August 29, 1955, may be reimbursed on the basis of actual subsistence expenses when properly authorized or approved.

3. Types of Travel. Actual subsistence expenses may be authorized or approved only for specific travel assignments, within the continental United States, involving necessary costs much greater than the maximum per diem allowable. Two types of travel assignments conform to this standard.

a. Travel involving exceptional circumstances that result in necessary and actual costs which are unusually high. This might occur, for example, when a traveler is obliged to conduct official business where there is no reasonable alternative but to use accommodations that are unusually expensive.

b. Travel involving missions and responsibilities that require the traveler to procure superior hotel accommodations for proper representation of the Department and conduct of official business, or which may

require other subsistence facilities and services not normally entailed in official travel. The Secretary, Under Secretary, Assistant Secretaries, Director of Agricultural Credit Services, Administrative Assistant Secretary, Executive Assistant to the Secretary, and heads of Department agencies and staff offices often are required to perform this kind of travel. Department representatives who are assigned to travel with members of Congress or Congressional staff members, with Cabinet officers, or in the company of Department officials who travel on an actual expense basis, also would be in this category.

4. Authorization and Approval. a. Individual delegations. The Secretary, Under Secretary, Assistant Secretaries, Director of Agricultural Credit Services, Administrative Assistant Secretary, Executive Assistant to the Secretary, and heads of Department agencies and staff offices are hereby authorized to travel on the basis of actual subsistence expenses, not in excess of \$25.00 for each calendar day or fraction thereof in travel status, when they deem it appropriate.

b. Advance authorization. Authorization to other persons for travel on the basis of actual subsistence expenses should precede each trip and specify the actual expense limitation (i.e. \$25.00 or a lesser specified amount). When such authorization is in conjunction with other travel performed on a per diem basis, the authorization should state a specific place where, or dates when, actual subsistence expenses are allowable. In no event may reimbursement exceed the actual expense limitation authorized.

c. Approval. Post approval of reimbursement for actual subsistence expenses is limited to emergency situations in which prior authorization was not received, or to travel performed on a per diem basis, during the course of which unusual and exceptional circumstances intervened such as to warrant relief to the traveler because actual and necessary subsistence expenses were much greater than the per diem allowance. Post approval may not be extended where subsistence expenses exceed the actual expense limitation specified in a travel authorization.

d. Departmental review. Agency and staff office heads, or those acting in their absence, may recommend reimbursement for actual subsistence expenses either (1) through advance authorization of a stipulated amount not in excess of \$25.00 per day or (2) through post approval under circumstances referred to in paragraph 4c above. Each recommendation from agencies and staff offices for advance authorization or post approval of travel on the basis of actual subsistence expenses, except for the officials designated in paragraph 4a above, shall be referred to the Director of Finance for review and approval; recommendations for officials in the

immediate Office of the Secretary, other than those designated in paragraph 4a above, shall be referred to the Executive Assistant to the Secretary for review and approval.

5. Relationship to Per Diem Rates. Public Law 189 and the Budget Bureau regulations limit travel on an actual expense basis to assignments where "the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of a traveler." To comply with this provision, employees of the Department are generally expected to travel on a per diem basis unless prior authorization has been received predicated on actual subsistence expenses which are anticipated to materially exceed the maximum per diem rate allowable.

6. Amount Allowable. Actual subsistence expenses may be authorized or approved for amounts of not more than \$25.00 per calendar day or any fraction thereof while in travel status. Reimbursement shall be limited to the amount of actual subsistence expenses incurred (defined by the Standardized Government Travel Regulations as meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bell boys, hotel maids, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, transportation between places of lodging or business and places where meals are taken.) Reimbursement may also be claimed, in addition to actual subsistence expenses, for taxicab expense, special vehicles, fees for excess baggage or checking of baggage, and other incidental expenses allowable under the Standardized Government Travel Regulations. The reimbursement voucher must itemize the amounts spent daily for (a) lodging, (b) meals, (c) all other items properly within the scope of subsistence expenses. Any amount in excess of \$3.00 must be itemized separately and receipts shall be obtained wherever practicable for items costing more than \$3.00 (other than meals and tips). In all cases, receipts must be obtained for lodging.

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b. Deviation from direct route. When there is interruption of travel or deviation from the direct route of travel, for personal convenience or due to leave of absence, the subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route.

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9. Review of Established Policy. After the Department has gained experience with travel on the basis of actual subsistence expenses over a period of several months, it is planned to review the policies applicable with a view to possible modification.

Earl L Butz

Earl L. Butz
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

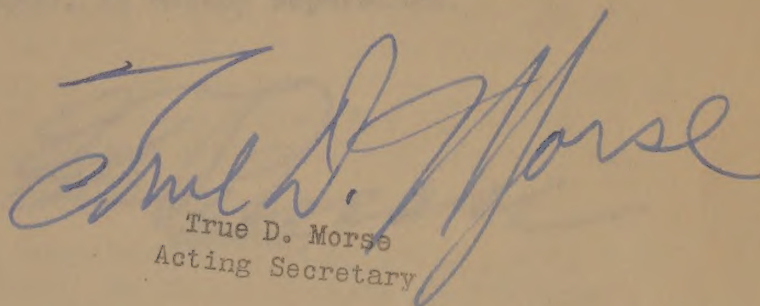
August 9 1955

MEMORANDUM No. 1386

Committee Management Officer

Mr. Milan D. Smith, Executive Assistant to the Secretary, is hereby designated Committee Management Officer for the Department of Agriculture.

He will be responsible for establishing and maintaining a Department-wide committee management program. Further information and instructions pertaining to this program will be issued soon in the Administrative Regulations.


True D. Morse
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

RECEIVED NO. 1848

Committee on Management

Mr. Walter D. Smith, Executive Assistant to the Secretary,
is hereby designated Committee Management Officer for the
Department of Agriculture.

He will be responsible for establishing and maintaining a
systematic and efficient management system for the Department
and for reporting to the Secretary on the progress of the
work of the Department.

Carl L. Smith

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 19, 1957

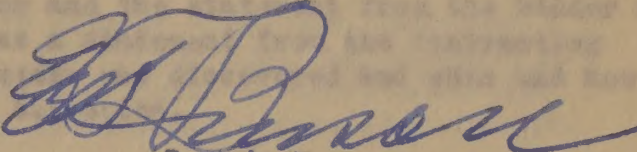
MEMORANDUM NO. 1386, Revised

Committee Management Officer

Mr. Ralph S. Roberts, Administrative Assistant Secretary, is designated Committee Management Officer for the Department of Agriculture and will be responsible for the continuing review and general direction of the Committee Management Program.

The Office of Administrative Management will assist the Committee Management Officer in the discharge of his responsibilities, providing staff services required in administration and coordination of the program.

Memorandum No. 1386, August 9, 1955, is hereby superseded.


Secretary

ORGANIZATION 1 (Secy)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

January 13, 1955

MEMORANDUM FOR

Committee Management Officer

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Committee Management Officer for the Department of Agriculture and will
be responsible for the continuing review and general direction of the
Committee Management Program.

The Office of Administrative Management will assist the Committee Manage-
ment Officer in the discharge of his responsibilities, providing staff
services required in administration and coordination of the program.

Memorandum No. 1385, August 9, 1953, is hereby superseded.





DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

October 14 1955

Dear Mr. Secretary:

MEMORANDUM NO. 1387

Authority to the Department to Determine
Administratively Mistake in Bid Cases

The Comptroller General in decision B-125189 of October 3, 1955 granted authority to the Department to determine administratively the action that should be taken in various types of cases where bidders allege a mistake in the bid prior to award.

The authority to make such determinations is hereby vested in the General Counsel of the Department and the exercise of such authority shall be governed by the requirements of the Comptroller General's decision of October 3, 1955, a copy of which is attached. Accordingly, in any case where a bidder alleges a mistake in his bid prior to award, the agency shall submit the complete bid file to the General Counsel for decision. The file must include evidence of the alleged error and the statement from the bidder as to how it occurred as well as a statement from the contracting officer showing when the mistake was discovered and when and how it was first brought to his attention.

Chapter 3 of Title 5 of the Administrative Regulations, which covers mistake in bid procedure, is in the process of revision. Pending issuance of this revision, the provisions of 5 AR 302b are to be disregarded in this respect.

Attachment

True D. Morse
Acting Secretary

A statement of facts in each case should be included in, or attached to the Statement and Certificate of Award.

Sincerely yours,

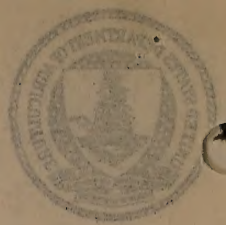
/s/ JOSEPH CAMPBELL
Comptroller General
of the United States

The Honorable
The Secretary of Agriculture

OPINIONS 1

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.



October 1955

MEMORANDUM NO. 1387

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Administratively Mistake in Bid Cases

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Attachment

THOMAS D. MORAN
Acting Secretary

COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON 25

October 3, 1955

B-125189

Dear Mr. Secretary:

Reference is made to your letter of August 15, 1955, requesting authority to determine administratively, without submission to this Office for advance decision, the action that should be taken in four types of mistake-in-bid cases as follows:

1. A bidder prior to award alleges a mistake in the bid, requests that the bid be disregarded, and offers clear and convincing evidence of the mistake.
2. A bidder prior to award alleges a mistake in the bid, requests that the bid be disregarded or corrected, but does not offer clear and convincing evidence of the mistake.
3. A bidder prior to award alleges a mistake in bid, requests correction of the bid, and offers clear and convincing evidence both of the mistake and of the actually intended bid price.
4. A bidder prior to award alleges a mistake, requests correction of the bid, and offers clear and convincing evidence of the mistake, but fails to offer clear and convincing evidence of the actually intended bid price.

It is stated that the authority to make the determinations will be centralized in the Office of the General Counsel of your Department in Washington, D.C., and that the exercise of such authority will be restricted to those cases where the course of action is adequately justified. It is further stated to be understood that the authority, if granted, would not deprive our Office of the right to question the correctness of the administrative determinations made or the exercise of other prerogatives of our Office, as set forth in 29 Comp. Gen. 393.

Under such conditions, authority is hereby granted for determining administratively the action to be taken in the four types of mistake-in-bid cases.

A statement of facts in each case should be included in, or attached to the Statement and Certificate of Award.

Sincerely yours,

/s/ JOSEPH CAMPBELL
Comptroller General
of the United States

The Honorable
The Secretary of Agriculture



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

November 7 1955

MEMORANDUM NO. 1388

Continuous Review of Agency Programs and Manpower Requirements

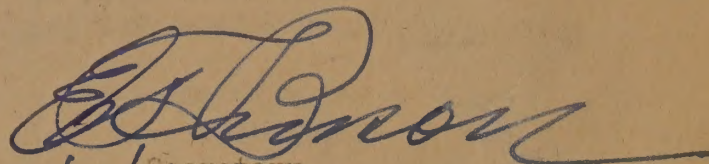
In 1953 I outlined a policy that program operations be carried on at a minimum level of cost and expenditures, and that employment be kept to the absolute minimum required to discharge effectively and efficiently the duties assigned by the Congress. Each agency of the Department has continuously applied this policy in a commendable fashion.

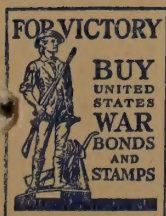
The President has recently emphasized his objective to balance the Federal budget. I am therefore requesting agency heads to evaluate again their programs both as to the need for funds and the numbers of personnel required for their authorized operations.

The results of this re-evaluation should be discussed with the appropriate Assistant Secretary or other group head to insure that they are both practical and within the limits of over-all policy.

After the discussion with the group heads, I would like to have a report from each agency not later than November 28th, indicating what contribution it can make during the current fiscal year toward a reduction in expenditures and need for personnel.

I am certain that Agriculture can make a contribution to aid the President in reaching his budgetary objective and at the same time carry on effectively the agricultural programs authorized by the Congress.


Secretary



PERSONNEL 9

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.



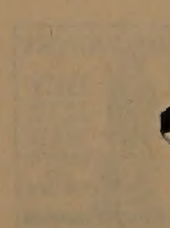
OFFICE OF THE SECRETARY

TO THE HONORABLE SECRETARY OF AGRICULTURE
WASHINGTON, D. C.

DEAR SIR:

I have the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,
[Signature]





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 9, 1956

MEMORANDUM NO. 1388, SUPPLEMENT 1

Continuous Review of Agency Programs and Manpower Requirements

Agency reports submitted pursuant to my Memorandum No. 1388 have been carefully reviewed and summarized. On the whole, they reflect a conscientious effort in the various agencies to evaluate current program operations in terms of minimum fund and personnel requirements. Savings reported were not substantial relatively speaking. But it is not to be expected that large sums could be realized under present conditions. In the face of increased expenditures for the management of mounting commodity inventories, strengthened research programs, and expanding watershed and conservation activities the savings reported are commendable. They speak well for the sincerity of purpose and desire of all agencies to accomplish authorized objectives as economically as possible. For this cooperation I wish to express my sincere appreciation.

In the light of present circumstances, it would neither be desirable nor sound to make arbitrary program curtailments which would impair our ability to carry out important, authorized activities for which Congress provided funds for the current fiscal year. At the same time savings can be effected frequently in connection with day-to-day operating determinations. Moreover, management studies of various kinds are underway in most of the agencies. These also should result in operating economies. Their results, together with a well organized, concerted effort all along the line to economize in the making of day-to-day operating decisions should produce additional savings. Before approving the purchase of new equipment or supplies, reviewing authorities should satisfy themselves that the current need amply justifies such an expenditure. Before authorizing the filling of vacant positions supervisors should consider all possible alternative ways of getting the job done without employing additional personnel. In the discharge of their responsibilities, internal audit and program appraisal staffs should immediately call to the attention of their respective agency heads any situations which appear to offer the possibility of more economical operations. Only by marshalling all of our forces in this manner can we be sure that effect is being given to our continuing policy of rendering service to the public at minimum levels of cost and employment.

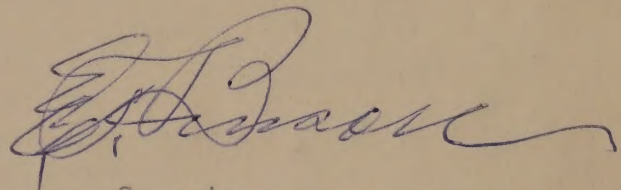
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



With the aim of realizing still further savings during the current fiscal year, the following actions shall be taken:

1. All agency heads will take such additional steps as may be necessary to ensure that employees in their respective agencies who are making day-to-day operating decisions are fully aware of the Department's policy with respect to this matter and that due regard is given to it.
2. Assistant Secretaries and other group heads will meet with key supervisory people in the agencies under their direction to review action taken or contemplated in each agency to ensure adequate and effective compliance with the Department's policy of effecting savings in salary and other costs wherever possible without serious impairment of service.
3. The Department's Office of Budget and Finance will review carefully agency monthly reports of obligations, and will call to the attention of the appropriate group head matters in these reports which reflect agency action to effect economies, or on which Departmental management decisions might be made with the same result.
4. Agency heads will submit to this office, at the close of each of the next two quarters, i.e., March 31 and June 30, 1956, progress reports on the results of their continuing review to achieve the purposes and objectives of Memorandum No. 1388 as supplemented herein.

Every employee and official of the Department of Agriculture has an important interest in the President's objective of a balanced budget. I know he can count on the continued cooperation of all of us in achieving it.



Secretary

It is the policy of the Department to maintain the highest standards of efficiency and economy in the conduct of its business, and to this end it is necessary to maintain a high degree of efficiency in the personnel of the Department.

1. The Department will continue to maintain a high degree of efficiency in the personnel of the Department, and to this end it is necessary to maintain a high degree of efficiency in the personnel of the Department.

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4. The Department will continue to maintain a high degree of efficiency in the personnel of the Department, and to this end it is necessary to maintain a high degree of efficiency in the personnel of the Department.

I am, Sir, very respectfully,
Your obedient servant,
[Signature]



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

August 31, 1956

MEMORANDUM NO. 1387

MEMORANDUM NO. 1388, SUPPLEMENT II

Continuous Review of Agency Programs and Manpower Requirements

The purpose of this Supplement is, first, to emphasize a requirement of the original memorandum that before authorizing the filling of vacant positions supervisors consider all possible alternate ways of getting the job done without employing additional personnel and, second, to request each Agency Head to designate an individual on his immediate staff who will be responsible for reviewing specifically all vacancies which occur as a result of the recently liberalized retirement legislation. It is believed that this is desirable to assure that such vacancies will not be filled unless there is a clear showing that other alternative ways of getting the job done have been explored and that each position must be filled in the interest of the most economical and effective conduct of the Agency's work.

EST

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



August 31, 1938

MEMORANDUM NO. 1388, SUPPLEMENT II

Continuous Review of Agency Programs and Manpower Requirements

The purpose of this Supplement is, first, to emphasize a re-
examination of the original memorandum that before authorizing
the filling of vacant positions supervisors consider all pos-
sible alternative ways of getting the job done without employing
additional personnel and, second, to request each Agency Head
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explored and that each position must be filled in the interest
of the most economical and effective conduct of the Agency's
work.



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

December 12 1955

MEMORANDUM NO. 1389

Small Claims Procedure

The General Counsel has proposed a procedure for the handling of small claims in favor of the Government within the Department, which I have approved. A copy of his proposal is attached. This procedure will be considered in force immediately.

If there are any questions as to this procedure, they should be referred to the General Counsel's Office

Attachment

E. T. Benson
Secretary

E. T. Benson
Secretary

CLAIMS

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



December 12, 1935

MEMORANDUM NO. 1389

Small Claims Procedure

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If there are any questions as to this procedure, they should be referred to the General Counsel's Office.

Secretary

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 27 1957

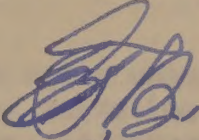
MEMORANDUM NO. 1389 Sup 1

Small Claims Procedure
Applicability to Marketing Quota Penalty Claims
arising under the Agricultural Adjustment Act of
1938, as amended

The General Counsel has proposed a revision in the procedure for the handling of small claims in favor of the Government, issued December 12, 1955, by extending its applicability to claims for marketing quota penalties in certain designated categories. A copy of his proposal is attached. This procedure will be considered in force immediately.

If there are any questions as to this procedure, they should be referred to the General Counsel's Office.

Attachment


E. T. Benson
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 27 1957

MEMORANDUM NO. 7287-1

Small Claims Procedure
Applicability to Small Claims in Favor of the Government
Enacted under the Small Claims Act of
1952, as amended

The General Counsel has proposed a revision in the procedure for the handling of small claims in favor of the Government, issued December 12, 1952, by extending its applicability to claims for marketing quota penalties in certain designated categories. A copy of his proposal is attached. This procedure will be considered in force immediately.

If there are any questions as to this procedure, they should be referred to the General Counsel's Office.


E. T. Benson
Secretary

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE GENERAL COUNSEL

WASHINGTON 25, D. C.

JAN 30 1957

To: Secretary of Agriculture

From: General Counsel

Subject: Supplement No. 1 to Memorandum No. 1389 -
Small Claims Procedure - Applicability to
Marketing Quota Penalty Claims Arising
Under the Agricultural Adjustment Act of
1938, as Amended

On December 12, 1955, you issued Memorandum No. 1389 - Small Claims Procedure - which adopted the general policy, concurred in by the Department of Justice, under which agencies of this Department would not refer to the General Counsel's Office for legal action claims where the amount involved was less than \$150.

The objectives of the policy were (1) to assist in relieving congestion in the courts, (2) to facilitate the efforts of the United States Attorneys in giving timely attention to claims which they receive for legal action, and (3) to avoid, to the extent appropriate, the financial loss to the United States which occurs in the handling and enforcement of civil claims of less than \$150.

The policy, however, did not cover penalty claims. As a result of the large volume of marketing quota penalty claims arising under the Agricultural Adjustment Act of 1938, as amended, particularly wheat penalty claims, which have been referred to the United States Attorneys, the Department of Justice has requested that we give consideration to what further contribution this Department could make toward the accomplishment of such objectives by exercising greater selectivity in the referral of such claims to that Department for legal action.

After thorough consideration of the problem by this office, the Commodity Stabilization Service, and the Department of Justice, it has been concluded that it would be desirable to establish a policy which would provide for not referring for legal action claims falling within designated classes where legal action was

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE GENERAL COUNSEL

WASHINGTON 25, D. C.

JAN 10 1951

To: Secretary of Agriculture

From: General Counsel

Subject: Supplement No. 1 to Memorandum No. 1389 -
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it has been concluded that it would be desirable to establish
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claims falling within designated classes where legal action was

2 - The Secretary

not considered essential to the conduct of an effective enforcement program. The Department will not, however, forego any of its other usual collection efforts on these claims, including collection by set-off, except claims in categories hereafter designated as (4) and (5) which are in a special class.

Specifically, it is recommended that claims falling in the categories below not be referred to the General Counsel's Office for legal action:

1. Claims for marketing quota penalties where the principal sum thereof is not in excess of \$150, unless representations supported by facts are made by the county and State committees that a failure to bring the action would seriously impair the marketing quota program in the locale of the violation.

2. Claims for marketing quota penalties where there is no adequate showing of collectability.

3. Claims for marketing quota penalties where there is a good prospect of collection by set-off of Soil Bank payments or other payments for which the producer may become eligible under programs of this Department.

4. Claims for wheat or rice marketing quota penalties, where the producer, relying in good faith on an erroneous official notice issued for his farm, has changed his position to his detriment. For example, such a change in position could occur (1) where the producer, in reliance upon an erroneous notice of farm marketing quota and farm marketing excess, paid the penalty or stored his excess and, prior to actual notice of the error, disposed of the balance of his crop to the extent that he was unable to comply with the storage requirements of the corrected notice, or (2) where the producer, by relying upon an erroneous notice of excess acreage issued for his farm, was deprived of an opportunity to avoid the consequences of a corrected notice by adjusting his planted acreage to the farm allotment. A claim would not be included in this category where the error in the notice was so gross that a reasonably prudent man should have known that the notice was erroneous or there are other facts or circumstances indicating that there was not good faith reliance by the producer upon the erroneous notice. In the case of wheat, a notice which based the farm marketing excess upon wheat acreage in excess of 15 acres rather than the farm acreage allotment would not be considered grossly erroneous.

not considered essential to the conduct of an effective enforcement program. The Department will not, however, forego any of its other usual collection efforts on these claims, including collection by set-off, except claims in categories heretofore designated as (4) and (5) which are in a special class.

Specifically, it is recommended that claims falling in the categories below not be referred to the General Counsel's Office for legal action:

1. Claims for marketing quota penalties where the principal sum thereof is not in excess of \$100, unless representations supported by facts are made by the county and State committees that a failure to bring the action would seriously impair the marketing quota program in the locale of the violation.

2. Claims for marketing quota penalties where there is no adequate showing of collectability.

3. Claims for marketing quota penalties where there is a good prospect of collection by set-off of Soil Bank payments or other payments for which the producer may become eligible under programs of this Department.

4. Claims for wheat or rice marketing quota penalties where the producer, relying in good faith on an erroneous official notice issued for his farm, has changed his position to his detriment. For example, such a change in position could occur (1) where the producer, in reliance upon an erroneous notice of farm marketing quota and farm marketing excess, paid the penalty or stored his excess and, prior to actual notice of the error, disposed of the balance of his crop to the extent that he was unable to comply with the storage requirements of the corrected notice, or (2) where the producer, by relying upon an erroneous notice of excess average issued for his farm, was deprived of an opportunity to avoid the consequences of a corrected notice by adjusting his planted acreage to the farm allotment. A claim would not be included in this category where the error in the notice was so gross that a reasonably prudent man should have known that the notice was erroneous or there are other facts or circumstances indicating that there was not good faith reliance by the producer upon the erroneous notice. In the case of wheat, a notice which based the farm marketing excess upon wheat average in excess of 15 acres rather than the farm average allotment would not be considered grossly erroneous.

3 - The Secretary

5. Claims for wheat or rice marketing quota penalties where the producer failed to store his excess in compliance with the regulations but did underplant the subsequent crop which was subject to quotas in reliance upon erroneous advice of Government employees that such underplanting would relieve him of penalties. In such cases the underplanting would not include acreage placed in the Soil Bank and would have to be such, based on normal yields, as to have produced sufficient wheat or rice to have authorized the release of the excess wheat or rice if it had been properly stored.

If there is any question as to whether a claim falls in category 4 or 5 above, it may be referred to the Office of the General Counsel for advice as to whether the claim does in fact fall within such category. All claims, except those falling within categories 4 and 5, will be placed on the debt register for collection by set-off; claims in categories 4 and 5, if on the debt register, will be removed therefrom when it is determined that no action will be taken on them.

The recommendations made in this memorandum are concurred in by the Department of Justice.

RLB - [Signature]

Concurred in:

Celander L. Miller

Associate Administrator, Commodity Stabilization Service

Maurice L. McMahon

Assistant Secretary

FEB 15 1957

5. Claims for wheat or rice marketing quota penalties where the producer failed to store his excess in compliance with the regulations but did undertake the subsequent crop which was subject to quotas in reliance upon erroneous advice of Government employees that such underplanting would relieve him of penalties. In such cases the underplanting would not include acreage placed in the Soil Bank and would have to be such, based on normal yields, as to have produced sufficient wheat or rice to have authorized the release of the excess wheat or rice if it had been properly stored.

If there is any question as to whether a claim falls in category 4 or 5 above, it may be referred to the Office of the General Counsel for advice as to whether the claim does in fact fall within such category. All claims, except those falling within categories 4 and 5, will be placed on the debt register for collection by set-off; claims in categories 4 and 5, if on the debt register, will be removed therefrom when it is determined that no action will be taken on them.

The recommendations made in this memorandum are concurred in by the Department of Justice.

1523

Concurred in:

Associate Administrator, Commodity Stabilization Service

FEB 1 5 1937

Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

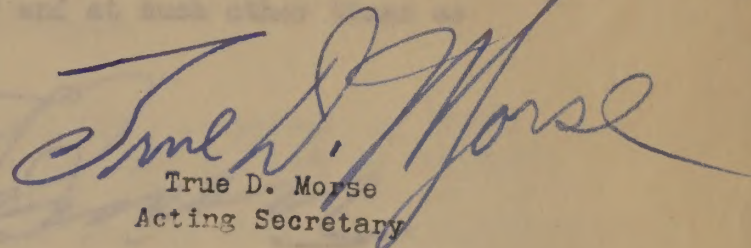
March 6, 1958

MEMORANDUM NO. 1389, SUPPLEMENT 2

Small Claims Procedure
Applicability to Civil Penalty Claims
Arising Under The Soil Bank Act

The General Counsel has proposed a revision of the procedure for handling small claims in favor of the Government, issued December 12, 1955, as extended by Supplement 1 issued February 27, 1957, by extending its applicability to claims in certain designated categories for civil penalties arising under the Soil Bank Act. A copy of this proposal is attached. This procedure will be considered in force immediately.

Any questions as to this procedure should be referred to the General Counsel's Office.


True D. Morse
Acting Secretary

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 8, 1957

MEMORANDUM NO. 1302, SUPPLEMENT 2

Small Claims Procedure
Applicability to Civil Penalties Claims
Arising Under The Soil Bank Act

The General Counsel has proposed a revision of the procedure for handling small claims in favor of the Government, issued December 18, 1955, as extended by Supplement 1 issued February 27, 1957, by extending its applicability to claims in certain designated categories for civil penalties arising under the Soil Bank Act. A copy of this proposal is attached. This procedure will be considered in force immediately.

Any questions as to this procedure should be referred to the General Counsel's Office.

Time D. Moore
Acting Secretary

Attachment

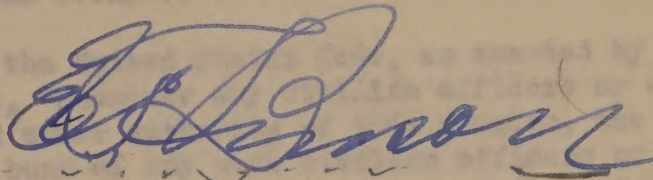
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 18, 1955

MEMORANDUM NO. 1390

Soil and Water Conservation Advisory Committee

There is hereby established the Soil and Water Conservation Advisory Committee. The function of the committee will be to furnish advice and recommendations upon request to the Secretary, his staff, and the agencies of the Department on soil and water conservation problems. The committee shall consist of eighteen members, appointed by the Secretary. At the outset one-third of the members shall be appointed to serve for a term of one year, one-third for a term of two years, and one-third for a term of three years. Thereafter, all appointments shall be for a period of three years. The committee shall meet at least once each year and at such other times as may be agreed upon.



Secretary

October 18, 1952

MEMORANDUM NO. 4372

Soil and Water Conservation Advisory Committee

There is hereby established the Soil and Water Conservation Advisory Committee. The function of the committee will be to furnish advice and recommendations upon request to the Secretary, his staff, and the agencies of the Department on soil and water conservation problems. The committee shall consist of eighteen members, appointed by the Secretary. At the end of one-third of the members shall be appointed to serve for a term of one year, one-third for a term of two years, and one-third for a term of three years. Thereafter, all appointments shall be for a period of three years. The committee shall meet at least once each year and at such other times as may be agreed upon.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D. C.

MEMORANDUM NO. 1391

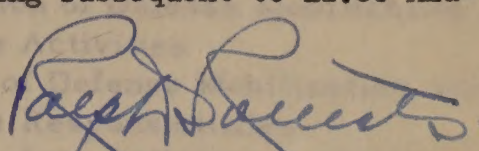
December 23, 1955

Termination of Employees' Surety Bonds

Public Law 323, 84th Congress, 69 Stat. 618; 6 U.S.C. 14, and regulations of the Treasury Department issued pursuant thereto, 31 Code of Federal Regulations, Part 226, authorizes the purchase of surety bonds to cover officers and employees of the Department who are required by law or administrative ruling to be bonded. Accordingly, a position schedule bond has been obtained. The bond is effective January 1, 1956 and covers the faithful performance of duties, as defined by the Treasury Regulations, by all officers and employees of the Department who are assigned to perform the duties of the following positions:

1. Certifying Officers
2. Imprest Fund Cashiers
3. Agent Cashiers
4. Chiefs of Field Parties (Act of 1902)
5. Assistant Disbursing Officers
6. Collection Officers

Section 14 of Title 6 of the United States Code, as amended by Public Law 323, provides in part, "Whenever any civilian officers or employees *** are covered by a bond under authority of this section, the surety or sureties on any existing bond of any such civilian officers or employees *** shall not be liable for any defaults occurring subsequent to the date of the new coverage." Therefore, the liability of the surety or sureties on existing bonds furnished by officers and employees of the Department who are within the coverage of the bond obtained under the cited authority is terminated in respect to defaults occurring subsequent to 12:00 Mid-night, December 31, 1955.


Ralph S. Roberts
Administrative Assistant Secretary

ACCOUNTING

December 31, 1955

MEMORANDUM NO. 1341

Termination of Employees' Surety Bonds

Public Law 323, 81st Congress, 69 Stat. 618; 6 U.S.C. 11, and regulations of the Treasury Department issued pursuant thereto, 31 Code of Federal Regulations, Part 226, authorize the purchase of surety bonds to cover officers and employees of the Department who are required by law or administrative ruling to be bonded. Accordingly, a position schedule bond has been obtained. The bond is effective January 1, 1956 and covers the faithful performance of duties, as defined by the Treasury Regulations, by all officers and employees of the Department who are assigned to perform the duties of the following positions:

1. Certifying Officers
2. Treasury Fund Cashiers
3. Agent Cashiers
4. Chiefs of Field Parties (Act of 1902)
5. Assistant Disbursing Officers
6. Collection Officers

Section 11 of Title 6 of the United States Code, as amended by Public Law 323, provides in part, "Whenever any civilian officer or employee is covered by a bond under authority of this section, the surety on any existing bond of any such civilian officer or employee shall not be liable for any default occurring subsequent to the date of the new coverage." Therefore, the liability of the surety on existing bonds furnished by officers and employees of the Department who are within the coverage of the bond obtained under the cited authority is terminated in respect to defaults occurring subsequent to 12:00 midnight, December 31, 1955.

[Handwritten signature]

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D.C.

September 1, 1955

CHECK LIST OF SECRETARY'S MEMORANDUM SERIES (NUMBERED)

The following list includes all Secretary's Memorandums in the numbered series currently in effect. The fact that a memorandum is included in the list is not to be taken as reestablishing any provisions in the memorandum which may for any reason have become obsolete. All other Secretary's numbered memorandums may be considered obsolete.

<u>Number</u>	<u>Date</u>	<u>SUBJECT</u>
1386	8- 9-55	Committee Management Officer
1385 S-1	8-29-55	Departmental Policy on Allowance of Actual Subsistence Expenses
1385	7-29-55	Departmental Policy on Per Diem and Mileage Allowances
1384	7-20-55	Clearance of Reproduction Work
1383	7-21-55	Inclusion of Fair Employment Practices Clause in Research Contracts and Certain Coopera- tive Agreements
1381	6- 1-55	Transfer of Functions Relating to the Conduct of Personnel Investigations
1380	6- 1-55	U. S. Department of Agriculture's Long-Range Building Needs
1379	5-24-55	Establishment of Department's Employee Awards Committee
1378	5-13-55	Budget Committee
1377	5-12-55	Field Coordination of Defense Mobilization and Civil Defense Activities
1376	4-20-55	Implementation of Defense Mobilization and Civil Defense Responsibilities
1374	3-17-55	Change in Title of the Solicitor to General Counsel
1373	2-25-55	Committee on Plant Nomenclature
1372 S-1	2-16-55	Review of Commercial-Type Activities Per- formed by Government Agencies
1372	2-16-55	Review of Commercial-Type Activities Per- formed by Government Agencies
1371	2- 1-55	Assignment of Responsibility for Control of Halogeton, a Poisonous Plant

R - Revision

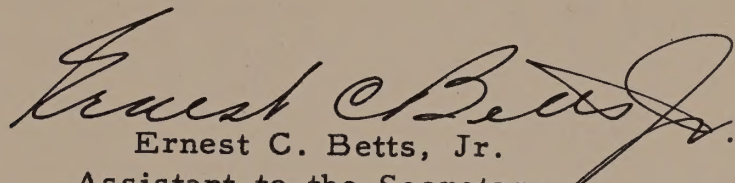
S - Supplement

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1370	12-27-54	Federal Crop Insurance Corporation Advisory Committee
1368	11-24-54	Activities of Department Employees with Relation to General and Specialized Organizations of Farmers
1367	11- 1-54	Designation of Officials to Certify Reports on Appropriations and Funds Required Under Section 1311 of P.L. 663, approved 8-26-54
1366 S-2	2-18-55	Responsibilities in Major Disaster Operations under P. L. 875, 81st Congress
1366	9-23-54	Responsibilities in Major Disaster Operations under P. L. 875, 81st Congress
1365	9-20-54	Responsibilities for Relationships Between the Department of Agriculture and the Food and Agriculture Organization
1363	8-20-54	Assignment of Responsibility for Contract Specification Work on Meat and Meat Food Products
1362	8-14-54	Telephone Calls
1361 R-1	5-25-55	Organization Under the Surplus Disposal Law
1361 S-1	10- 6-54	Operations Under the Agricultural Trade Development and Assistance Act of 1954
1360	7- 2-54	Publication of Department Directory of Organization and Field Activities
1359	6-17-54	Agency Annual Reports
1358 R-1	6- 2-55	Proposals for State Legislation
1357	5-12-54	Department Motion Picture Review Committee
1354	4-20-54	Defense Manpower Policy 4, Revised - Placement of Procurement and Facilities in Areas of Current or Imminent Labor Surplus
1353	4-13-54	Cooperation in Foreign Economic and Technical Assistance Programs
1351	3-31-54	Special Livestock Loan Committees
1350	3-30-54	Activities Under the Federal Civil Defense Act of 1950, as Amended
1349	3-26-54	Department Publications Review Committee
1348	3-26-54	Reorganization of Information Work
1347 S-1	6-11-54	Responsibility for Coordination of Mapping Projects
1347	3- 4-54	Transfer of Responsibility for Coordination of Aerial Photographic Work of the Department
1346 S-2	3-25-54	Assignment of Responsibility for Development and Maintenance of Plans to Insure the Continuity of the Essential Functions of the Department in the Event of Attack on the United States

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1346 S-1	3-12-54	Assignment of Defense Mobilization Responsibilities to the U.S. Department of Agriculture Under Defense Mobilization Order I-9
1346	3- 3-54	Assignment of Defense Mobilization Functions Within the U.S. Department of Agriculture and Related Delegations of Authority
1343	12-22-53	Abolition of USDA Councils and Agricultural Mobilization Committees
1340 R-3	1-28-55	Order in which Assistant Secretaries Shall Serve as Acting Secretary
1339	9- 4-53	Educational Opportunities for Department Employees
1337	8-19-53	Organization Changes and Changes in Field Offices
1335 R-1	6-22-55	Department of Agriculture Field Committee for Alaska
1335	8- 7-53	Department of Agriculture Field Committee for Alaska
1334	7-27-53	Appointment of Advisory Board of Commodity Credit Corporation
1333 R-1	1-28-55	Appointment of Board of Directors of Commodity Credit Corporation
1332	7-23-53	Assignment of Secretary's Responsibilities Under the Capper-Volstead Act
1331 S-4	12-17-54	Delegation of Authority to Suspend Employees in the Interest of National Security
1331 S-3	8- 6-54	Designation of Personnel Security Officer
1331 S-2	4-30-54	Designation of Department Records Security Officer
1331	7-21-53	Designation of Security Officers, and Abolishment of Department Loyalty Board
1329	6- 4-53	Reconstitution of Department under Reorganization Plan No. 2 of 1953
1325	4- 1-53	Responsibilities for the Flood Prevention Program and River Basin Investigations
1324 R-1	1-20-54	Determination of Departmental Policy on Legislative Proposals
1323 S-6	4- 1-55	File Copies on Pink and Green Jackets
1323 S-5	1-18-55	Expediting Secretarial Correspondence
1323 S-4	11-30-54	Secretary's Memoranda and Administrative Regulations
1323 S-3	8-14-54	Concurrences on Presidential Documents
1323 S-2	6-11-54	Routing of Correspondence, Memoranda, or Documents to the Office of the Secretary

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1323 S-1	12-11-53	Correspondence and Documents for Signature in the Office of the Secretary
1323	2-21-53	Correspondence and Documents for Signature in the Immediate Office of the Secretary
1321	1-27-53	Availability of Files and Records to the General Accounting Office
1320 S-5	11-19-53	Reorganization of the Department of Agriculture
1320 S-4	11- 2-53	Reorganization of the Department of Agriculture
1320 S-2	9-18-53	Organization of the Department
1320 S-1	3-10-53	Revised Administrative Grouping of Department Agencies
1320	1-21-53	Administrative Grouping of Department Agencies
1313	6-26-52	Transportation at Official Station
1299 R-1	6- 9-54	Department Nutrition Committee
1294 R-1	10- 5-54	Departmental Grass and Legume Seed Committee
1291 R-2	3-21-55	Overtime, Night and Holiday Compensation Under the Act of August 28, 1950
1287 R-1	8-17-54	Committee on Rural Sanitary Engineering
1275 S-1	9-28-51	Prices for Use in Formulating and Evaluating Comprehensive Agricultural and Flood Control Programs and Projects
1275	1-17-51	Formulation and Evaluation of Comprehensive Agricultural Programs
1272	11- 9-50	Historical Accounts
1269	10-19-50	National Advisory Health Council
1267	8-15-50	Occupational Deferment from Military Service
1266 R-2	8- 5-52	Delegation of Authority to Approve Accounts Current
1264	8- 4-50	Departmental Weed Committee
1258	5-26-50	Personnel Utilization, Work Measurement, and Performance Standards
1255 R-3	11- 6-51	Departmental Committee on Insect- and Rodent-Damaged Grain
1249	1-17-50	National Forest Advisory Board of Appeals
1242 R-1	1- 3-50	The William A. Jump Memorial Award
1241	9- 6-49	Overtime and Holiday Pay for Virus-Serum Inspectors
1230 S-3	5- 9-55	Department Standards Committee
1230 S-1	5- 2-50	Development and Use of Standards
1230	9-24-48	American Standards Association

<u>Number</u>	<u>Date</u>	<u>Subject</u>
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1218 R-6	10- 6-53	Committee on Training in Administrative Management
1196 S-6	1-31-55	Board of Directors, Federal Crop Insurance Corporation
1142 R-4	4- 8-55	Joint Committee of the Department of Agri- culture and Land-Grant Colleges on Train- ing for Government Service
1127 R-1	8- 9-55	Appointment of Area Chairmen to Area Agricultural Equipment Committees
1121 R-2	7- 1-46	Overtime and Holiday Pay for Meat Inspection Employees
968 S-18	9- 8-54	Members of General Administration Board of Graduate School
925 R-1	12-26-47	Committee on Agricultural History
870	7- 1-40	Assignment of Functions


Ernest C. Betts, Jr.
Assistant to the Secretary

